



**CURRICULUM  
OF  
FOUR YEAR INTEGRATED HONOURS PROGRAM  
FOR THE DEGREE OF  
BACHELOR OF SOCIAL SCIENCE (BSS)  
IN  
PUBLIC ADMINISTRATION  
UNDER THE SEMESTER SYSTEM  
ACADEMIC SESSION  
2019-2020**

**DEPARTMENT OF PUBLIC ADMINISTRATION  
FACULTY OF SOCIAL SCIENCES  
ISLAMIC UNIVERSITY, KUSHTIA-7003, BANGLADESH**

## **About the curriculum**

Curriculum is the mirror to understand the mission and vision of the degree program. A good curriculum can enhance quality education and produce smart and world class graduates for the 21<sup>st</sup> century. We are living in a very fast changing and reformist society. Curriculum development is a continuous process and it needs to review on a regular basis in order to cope with the demand and challenges of the society. Therefore, it is planned, a purposeful, progressive, and systematic process to create positive improvements in the educational system<sup>1</sup>. According to Biggs (2003) curriculum is the coherence between assessment, teaching strategies and intended learning outcomes in an educational program.

Although public administration is relatively a new discipline in social sciences, it is as old as human civilization since people have engaged in the management of public programs for thousands of years. It has been able to enrich its identity gradually across the globe. Currently, a large number of universities in Bangladesh and across the globe offer public administration programs and their programs have got a higher level of accreditation. The department of public administration of Islamic University is not an exception from this trend.

Islamic university is one of the largest public universities in Bangladesh. Currently, it has entered to the process of internationalization. Public administration as one of its leading departments is committed to promote the internationalization process of Islamic University by producing world class competent graduates. This curriculum is an initiative to promote public administration study and producing smart graduates for the rapid changing society.

## **Department of Public Administration Islamic University, Kushtia**

The Department of Public Administration is one of the largest departments of Islamic University under the faculty of Social Sciences. The Department of Public Administration is established in 2015 which started its journey in the name of Politics & Public Administration since 1990. Having been bifurcated from the main stream, the Department of Public Administration and the Department of Political Science came into being in 2015 under the faculty of Social Sciences. Now, Public Administration is one of the leading departments of the Islamic University.

The department offers Bachelor of Social Sciences (BSS) honors in Public Administration (four year integrated program), Master of Social Science (MS) in Public Administration (one year), Master of Philosophy (M.Phil). and Doctor of Philosophy (Ph.D) program. In addition, department also has a professional evening master program named Master of Development Studies (M.D.S). Every year a fairly good number of students apply for M.Phil. & Ph.D. programs intending to be specialized in various fields of social sciences especially in the fields of Public Administration and development. As part of academic programs, the department organizes lectures, discussions, seminars & undertakes field study & research program on various contemporary issues regarding administration and development. The Department maintains a congenial academic atmosphere for encouraging teaching commitment and research activity. The Department's course curriculums both in Honors & Master's levels have been constantly going towards in making orient & reorient its students with all specialties of the discipline as well as other integrated fields of disciplines. The broad spectrum of this curriculum which facilitates students to attain inter-disciplinary studies and sincere efforts of faculties to disseminate subject's core orientations will enable the students to make professional contributors in their future careers.

The academic programs of the department have strong theoretical as well as quantitative and qualitative orientations. Students are required to study the core courses like Public administration, Public Management, Personnel and Human Resources Management, Comparative Public Administration, Financial Administration, Development Administration, Organization Behavior, Sociology etc. Beyond these, there are several applied courses such as Statistics and Research Methodology, Computer Application, Project Management, Administrative Systems Analysis and Public Policy.

Since 2017-2018 academic session the department has been introduce semester system in conducting the courses and taking the examinations. The medium of instruction of this department is English. The Department of Public Administration is always committed to produce efficient manpower, with skilled and honest personality.

## **Vision of the Department:**

The department is keen to become a smart global academic and to enhance research entity in order to produce smart graduate for the global job market and enhancing high quality scientific research in the discourses of public administration, development and governance.

## **Mission of the Department:**

The department is committed to produce high quality and world class graduates in the field of social sciences in general and public administration in particular.

## **Strategic objectives and functions**

To produce skilled and eligible graduates of 21st century in order to achieve the goals of sustainable development.

## **Strategic objectives of the department of public administration**

1. to follow academic calendar strictly in order to conduct classes, examinations and publish results timely;
2. to make an effective and timely course curriculum for graduates; and
3. to build and create strong academic and research networks at home and abroad.

## **Compulsory strategic objectives of the department of public administration**

1. to offer research based suitable education to the students and thus make them competent.
2. to create institutional attachment opportunity for the students in order to achieve practical experiences through internship program.

## **Objectives of the program**

The Department of Public Administration offers a Bachelor degree in Public Administration which provides the opportunity for the comprehensive study of public administration. The degree is designed to prepare students for employment in the public and nonprofit sector by giving them a broad background in the basics of administration, combined with a contemporary focus on urban management, the nonprofit sector, tools of analysis, and the role of ethics.

Students completing the Bachelor degree may pursue professional careers in government, the nonprofit sector, or the private sector. The mission of the Department of Public

Administration is to prepare students for careers and leadership roles in public and nonprofit organizations and to nurture their commitment to ethical public service in a diverse society.

The program determines to train young students willing to pursue a career in international or national (both Govt. and NGO) agencies or in the academic world. The program emphasizes on the development of research skill not only for further academic research but also in practical development work. The students of this program are expected to:

- Understand the theoretical background about major debates in governance and development studies at the beginning of 21<sup>st</sup> century.
- Deepen the capacity in undertaking advance level analyses of the major current issues and debates in contemporary development and development studies of Public Administration.
- Contribute in practical policy formulation and implementation;
- Produce skilled corporate and dynamic cadres (teachers, managers, leaders and executives).
- To orient with the process of change, transition and development.
- Motivate the students to the applications of development study in any area of practical concern.
- Develop comprehensive understanding of the development economics and environment and equip with modern knowledge in business and technology.
- Shift keen career interests of many students and to meet the growing demand of local organizations, entrepreneurs and other professional program.

## **Teaching Faculty of the Department**

Currently, the department has twelve (12) fulltime faculty members. The faculty members have very good academic and research track records. Most of the faculty members did their higher study and research from the renowned universities of the world. They have also published high quality research papers in the international scientific journals. Faculty members are frequently participating to the international conferences and seminars across the world. Name and designation of the faculty members are given below:

### **Professor**

Nasim Banu, *MSS, D.U, M. Phil, BUET, Ph.D. D.U*

Raqiba Yasmin, *MSS, R.U, Ph.D. I.U*

A.K.M. Motinur Rahman, *MSS, D.U, M.A. Sydney, Ph.D. I.U*

Begum Rokshana Mili, *MSS, D.U, Ph.D. I.U*

Mohammed Selim, *MSS, D.U, M. Phil, Norway*

Mohammed Asaduzzaman, *MSS, D.U, Ph.D. Finland*

Mohammad Zulfiquar Hossain, *MSS, D.U Ph.D. I.U*

Md. Gias Uddin, *MSS, CU*

Md. Lutfur Rahman, *MSS, I.U, Ph.D. I.U*

Md. Fakrul Islam, *MSS, D.U, Ph.D. I.U*

Munshi Murtoza Ali, *MSS, I.U, M.Phil., I.U , Ph.D. I.U*

## **Associate Professor**

S. M. Shafiqul Alam, *MSS, I.U, Ph.D. Finland*

### **Chairman**

**Professor Dr. Mohammad Zulfiquar Hossain**

Department of Public Administration

Islamic University, Kushtia, Bangladesh

## **Distribution of Courses Marks & Credit Hours**

The Public Administration under the BSS program is consisted with 42 credit courses & non-credit courses. Out of 42 credit courses 33 shall be departmental credit courses, 01 field study & 08 allied / related courses. This program shall be of 138 credits that will be evaluated on the basis of 4600 total marks, out of which, 4200 marks shall be for 42 teaching credit course units & 400 marks oral examination (viva-voce). In addition to the above 42 credit courses one non-credit University Course (Islamic Studies/ Bangladesh studies); Islamic Studies for Muslim students coming from general education stream and Bangladesh studies for Muslim students coming from Madrasah stream and for Non-Muslim students/ foreign students must be completed by the 2<sup>nd</sup> Year.

**A total of 4400 marks shall be distributed as under:**

<b>Distribution of Courses, Marks and Credit Hours( Total of 4400 Marks)</b>						
Year	First	Second	Total	Marks	Viva-Voce	Total

	Semester	Semester	Courses			Marks
1 <sup>st</sup> Year	05	05	10	1000	50+50=100	1100
2 <sup>nd</sup> Year	05	05	10	1000	50+50=100	1100
3 <sup>rd</sup> Year	05	05	10	1000	50+50=100	1100
4 <sup>th</sup> Year	06	06	12	1200	50+50=100	1300
GT			42	4200	400	4600

<b>Total Number of Credit Hours</b>	
Credit per Course	<b>03 credits</b>
Total Credits for the Courses	<b>42×3 = 126 credits</b>
Credits for Oral Examination( Viva-Voce)	<b>= 12 credits</b>
Total Credits of the Program	<b>138 credits</b>

<b>Duration of the Program and Examination</b>		
Class teaching	13-WeeksPeriod	<b>3 lectures per week = 3×13=39 Lectures</b> <b>1 hour per lecture</b>  <b>Class = 39 lectures</b> <b>Tutorial/ = 06 lectures</b> <b>Open academic discussion = 06 lectures</b> <b>Total = 45 lectures</b>
Break	01 Week	
Semester end final Examination	04 Weeks	
Total	18 Weeks	

**Evaluation of Performance of students in a course will be evaluated as under:**

Nature of Examination	Marks
Internal Evaluation:	
Three Tutorial/ In-course –test/ Class Performance/Participation/ Quiz/ Assignment/ Class test without notice : 3× 05 marks = 10	
Presentation = 10	
Class Attendance = 10	30
Semester-end Final Examination = 70	70
Total 100	100

**Class attendance.** Marks for Class attendance shall be as follows:

<u>Attendance</u>	<u>Marks</u>
90% and Above	10
85% to 89%	09

80% to 84%	08
75% to 79%	07
70% to 74%	06
65% to 69%	05
60% to 64%	04
55% to 59%	03
50% to 54%	02
Less than 50%	00

A student will not be allowed to appear at the examination of each course if his/her class attendance in less than 50%.

### **Grade Point and Letter Grade**

Numerical Grade	Letter Grade		Grade Point	Interpretation
80% and above	A+	(A Plus)	4.00	Outstanding
75% to less than 80%	A	( A regular)	3.75	Excellent
70% to less than 75%	A-	(A minus)	3.50	Very Good
65% to less than 70%	B+	(B Plus)	3.25	Good
60% to less than 65%	B	(B regular)	3.00	Satisfactory
55% to less than 60%	B-	(B minus)	2.75	Below Satisfactory
50% to less than 55%	C+	(C Plus)	2.50	Average
45% to less than 50%	C	(C regular)	2.25	Below Average
40% to less than 45%	D	-----	2.00	Poor
Less than 40%	F	-----	0	Fail

### **The duration of semester final examination:**

The duration of the each semester final examination of each course shall be of 4 (four) hours. A student will answer 5 questions out of 8 and each question will carry 14 marks.

### **Promotion:**

From First Year to Second Year- A student shall have to earn minimum GPA of 2.00 with Oral/Viva-Voce examination.

From Second Year to Third Year- A student shall have to earn minimum AGPA of 2.25 (including Oral/Viva-Voce examination).

From Third Year to Fourth Year- A student shall have to earn minimum AGPA 2.50 (including Oral/Viva-Voce examination).

**Result of Non-credit Course-** A student has to complete Non-credit Course either in Islamic Studies or in Bangladesh Studies securing minimum GP of 2.50 by the 2nd year; otherwise he/she shall not be promoted from 2nd year to 3rd year. However, if a student fails to pass the Non-credit Course by the 2nd year for reasonable cause then he/she may complete that examination with his/her cost subject to the recommendation of the academic committee of the concerned department and approval of the University Authority

\*Note:- A student failing to clear University/Departmental any dues shall not be considered for promotion at any level.

A student failing to clear up university / departmental dues shall not be promoted to the next year.

**Degree Requirements:-** For the BSS (Honours) degree A student shall have to:

- a. earn 138 credits;
- b. earn minimum CGPA of 2.5;
- c. obtain minimum Letter Grade of “C+” (GP 2.5) in Oral/Viva-Voce Examination and in Internship (where applicable);
- d. complete the Honours Program maximum within 06(six) academic years from the year of admission.

\*Note:- Distinction shall be awarded to the student who secure CGPA of 3.80 (three point eight) or more but not have “F” grade at any level in the Honours Program.

**Examination Requirements:**

For a student at least 75% class attendance shall be required to participate in the examination. However, the Departmental Academic Committee/Chairman may recommend for the student who have shortage of attendance by not less than 50%. If someone willing take the benefit of this provision then he/she has to pay the scheduled fee (1000 TK per course) as non-collegiate for each course.

A student shall not be allowed to appear at the semester final examination of any year if he/she fails to clear the Hall/Department/University dues of that particular year.

To appear in the semester-end final examination, a student is required to fill up examination entry form and pay the University dues within the specified date and time announced by the respective department. Chairman of the department shall send all those filled-up form to the Controller of Examinations through respective Hall Provost, as much as earlier prior to commencement of the examination.

### **Retake Examination:**

A student shall be permitted to improve the earning grade of “B-” (B minus i.e. GP 2.75) or below (GP less than 3.00) in any course in any year from 1st year to 3rd year. Respective examination committee will arrange and conduct retake examination in each semester.

A student willing to participate/ appear/ attend at retake examination has to apply to the Controller of Examinations, through Chairman of the respective department, within 15 days of the publication of results along with the scheduled fee for each course. The previous published result will remain valid if someone fails to improve his/her earlier grade through retake examination.

A student who fails to participate/ appear /attend the retake examination within the schedule time frame, he/she shall not further be allowed to participate/attend in retake examination for improving his/her grade.

### **Forth Year Improvement Examinations:-**

After publication of the result of 4th year final examination, an examination will be held (if necessary) called ‘F’ Grade Improvement and Grade Improvement Examination. A student who fails to earn requisite credits (138) for degree achievement is required to improve the F grade(s) in any course from 1<sup>st</sup> year to 4<sup>th</sup> year. At the same time, a student who obtained CGPA less than 3.25, i.e., B plus, may be allowed to improve grade through examination in the selected course(s) (from 1<sup>st</sup> year to 4<sup>th</sup> year courses) in which he/she got letter grade of ‘B minus’ or less (GP less than 3.00). In such case, interested student(s) need to apply to the Controller of Examinations through Chairman of the respective department within 15 days of the publication of results along with the scheduled fee for each course. If someone fails to attend the improvement examination shall not be given further chance.

Oral/Viva-voce Examination- It is mandatory for a student to pass in Oral/Viva-voce Examination in each semester of each year; there shall be no scope for improvement or retake examination in oral/viva-voce results.

Practical Examination (where applicable) - It is mandatory for a student to pass in Practical Examination in each semester of each year; there shall be no scope for improvement or retake examination in practical examination results.

Internal Evaluation- It is mandatory for a student to participate in Internal Evaluation (class attendance/in-course/quiz/tutorial/assignment/presentation); there shall be no scope for improvement in internal evaluation.

Internship- It is mandatory for a student to pass in Thesis, Project, Internship, Study Tour, Fieldwork, and Excursion Examinations; there shall be no scope for improvement in Internship.

Sickness- In case of sickness, a candidate may be allowed to sit for the examination in a separate room other than designated examination hall/room with the recommendation of respective departmental Chairman and Chief of Medical Centre but however, with the approval of the appropriate authority.

### **Readmission:-**

A student failing to get the requisite grade points for promotion from one year to the next year may seek for readmission with the following batch within 15(fifteen) days of the announcement of results.

A student may also seek readmission with the following batch who fails to appear in 1st/2nd semester final examination due to: (i) shortage of required class attendance (ii) failing to pay the University/Departmental dues on reasonable ground and/or (iii) is expelled from the University for any reason.

On readmission, grades earned earlier by a student in the class of readmission shall automatically be invalidated; the students has to retake all the course works and examinations.

**Drop Out:-**

After taking readmission in any year, if a student fails to earn the yearly requisite GPA for promotion from one year to the next year shall be dropped out of the program.

A student failing to earn CGPA 2.5 and/or 138 credits successfully in any grade improvement examinations shall be dropped out of the BSS (Honours) Program.

**Credit Transfer:-** The issue relating to credit transfer from any University/Institution/Program will be dealt in accordance with the prevailing rules/policy of Islamic University.

**Department of Public Administration  
Islamic University, Kushtia-7003  
Syllabus for Bachelor of Social Sciences (BSS)  
Session: 2019-2020**

The courses of study for the BSS Honors Degree shall be integrated disciplines consisting of departmental courses, allied / related courses and non-credit course.

Course No	Course Title
PA:1101	Introduction to Public Administration
PA:1102	Principles of Management
PA:1103	Political Theory and Organization
PA:1104	Fundamentals of Sociology ( <b>allied/related courses</b> )
PA:1105	Functional English ( <b>allied/related courses</b> )
PA:1106	Bangladesh Studies (UC-NC)
PA:1107	Islamic Studies (UC-NC)
PA:1201	Administrative Thoughts
PA:1202	Development Studies

PA:1203	Principles of Economics ( <b>allied/related courses</b> )
PA:1204	Government and Politics in Bangladesh
PA:1205	Introduction to Social Welfare ( <b>allied/related courses</b> )
PA:2101	Governance and Polity in Islam
PA:2102	Public Administration in Bangladesh
PA:2103	Local Government in Bangladesh
PA:2104	NGO Governance and Development ( <b>allied/related courses</b> )
PA:2105	Office Administration
PA:2201	Gender and Development ( <b>allied/related courses</b> )
PA:2202	New Public Management
PA:2203	Urban Governance in Bangladesh
PA:2204	Rural Development in Bangladesh
PA:2205	Political Economy in Bangladesh
PA:3101	Security Governance
PA:3102	Human Resources Management (HRM)
PA:3103	Environment and Disaster Management in Bangladesh
PA:3104	Comparative Local Government (U.K, U.S.A, France and India)
PA:3105	Governance and Development
PA:3201	E- governance and ICT
PA:3202	Financial Administration in Bangladesh
PA:3203	Administrative Law in Bangladesh
PA:3204	Introduction to Statistics
PA:3205	Social Research Methodology
PA:4101	Planning and Development in Bangladesh
PA:4102	Ethics in Administration
PA:4103	Entrepreneurship Development
PA:4104	Globalization : International and Regional Institutions ( <b>allied/related courses</b> )
PA: 4105	Management of Banks and Financial Institutions
PA:4106	History of <b>B Bangladesh</b> Liberation
PA:4201	Human Rights and Concerned Issues
PA:4202	Principle of Accounting ( <b>allied/related courses</b> )
PA:4203	Comparative Public Administration (UK, USA, France and Japan)
PA:4204	Administrative System Analysis
PA:4205	Judicial Administration in Bangladesh
PA:4206	Internship

### Name of the Courses

<b>1<sup>st</sup> Year 1<sup>st</sup> Semester</b>			
Course No	Course Title	Marks	Credit
PA:1101	Introduction to Public Administration	100	3
PA:1102	Principles of Management	100	3
PA:1103	Political Theory and Organization	100	3
PA:1104	Fundamentals of Sociology	100	3
PA:1105	Functional English	100	3
PA:1106	Bangladesh Studies(UC-NC)	100	0
PA:1107	Islamic Studies(UC-NC)	100	0
PAVIVA:1108	Viva-Voce	50	1.5

	<b>TOTAL</b>	<b>550</b>	<b>16.5</b>
<b>1<sup>st</sup> Year 2<sup>nd</sup> Semester</b>			
Course No	Course Title	Marks	Credit
PA:1201	Administrative Thoughts	100	3
PA:1202	Development Studies	100	3
PA:1203	Principles of Economics	100	3
PA:1204	Government and Politics in Bangladesh	100	3
PA:1205	Introduction to Social Welfare	100	3
PAVIVA:1206	Viva-Voce	50	1.5
	<b>TOTAL</b>	<b>550</b>	<b>16.5</b>
<b>2<sup>nd</sup> Year 1<sup>st</sup> Semester</b>			
Course No	Course Title	Marks	Credit
PA:2101	Governance and Polity in Islam	100	3
PA:2102	Public Administration in Bangladesh	100	3
PA:2103	Local Government in Bangladesh	100	3
PA:2104	NGO Governance and Development	100	3
PA:2105	Office Administration	100	3
PAVIVA:2106	Viva-Voce	50	1.5
	<b>TOTAL</b>	<b>550</b>	<b>16.5</b>
<b>2<sup>nd</sup> Year 2<sup>nd</sup> Semester</b>			
Course No	Course Title	Marks	Credit
PA:2201	Gender and Development	100	3
PA:2202	New Public Management	100	3
PA:2203	Urban Governance in Bangladesh	100	3
PA:2204	Rural Development in Bangladesh	100	3
PA:2205	Political Economy in Bangladesh	100	3
PAVIVA:2206	Viva-Voce	50	1.5
	<b>TOTAL</b>	<b>550</b>	<b>16.5</b>
<b>3<sup>rd</sup> Year 1<sup>st</sup> Semester</b>			
Course No	Course Title	Marks	Credit
PA:3101	Security Governance	100	3
PA:3102	Human Resources Management (HRM)	100	3
PA:3103	Environment and Disaster Management in Bangladesh	100	3
PA:3104	Comparative Local Government (U.K, U.S.A, France and India)	100	3
PA:3105	Governance and Development	100	3
PAVIVA:3106	Viva-Voce	50	1.5
	<b>TOTAL</b>	<b>550</b>	<b>16.5</b>
<b>3<sup>rd</sup> Year 2<sup>nd</sup> Semester</b>			
Course No	Course Title	Marks	Credit

PA:3201	E- governance and ICT	100	3
PA:3202	Financial Administration in Bangladesh	100	3
PA:3203	Administrative Law in Bangladesh	100	3
PA:3204	Introduction to Statistics	100	3
PA:3205	Social Research Methodology	100	3
PAVIVA:3206	Viva-Voce	50	1.5
	<b>TOTAL</b>	<b>550</b>	<b>16.5</b>
<b>4<sup>th</sup> Year 1<sup>st</sup> Semester</b>			
Course No	Course Title	Marks	Credit
PA:4101	Planning and Development in Bangladesh	100	3
PA:4102	Ethics in Administration	100	3
PA:4103	Entrepreneurship Development	100	3
PA:4104	Globalization : International and Regional Institutions	100	3
PA: 4105	Management of Banks and Financial Institutions	100	3
PA:4106	History of Bangladesh Liberation	100	3
PAVIVA:4107	Viva-Voce	<b>50</b>	<b>1.5</b>
	<b>TOTAL</b>	<b>650</b>	<b>19.5</b>
<b>4<sup>th</sup> Year 2<sup>nd</sup> Semester</b>			
Course No	Course Title	Marks	Credit
PA:4201	Human Rights and Concerned Issues	100	3
PA:4202	Principle of Accounting	100	3
PA:4203	Comparative Public Administration (UK, USA, France and Japan)	100	3
PA:4204	Administrative System Analysis	100	3
PA:4205	Judicial Administration in Bangladesh	100	3
PA:4206	Internship	100	3
PAVIVA:4206	Viva-Voce	50	1.5
	<b>TOTAL</b>	<b>650</b>	<b>19.5</b>

**Department of Public Administration**  
**Syllabus for Bachelor of Social Sciences (B.S.S)**  
**Session : 2019-2020**

**First Year 1<sup>st</sup> Semester**

**Course Code - PA:1101**

**Course Title: Introduction to Public Administration**

**Full Marks: 100    Credit Hours: 03**

**Course description**

This course is designed as a broad introduction to public administration. Public administration differs from many other areas in academia in that it has a strong practical component. This course will introduce students to both the theoretical and practical issues of public administration. The topics like major theories of management, the policy process, and the relationship between politics and administration will be covered.

**Course objectives**

This course is keen to

- Explain historical evaluation of public administration;
- Describe various issues of public administration; and
- Analyze various theories of public administration.

**Learning outcomes**

Upon completion of the course, students will have a general understanding of the history and practice of public administration. Students will also learn fundamental issues of Public Administration, Governance, theories of administration and management.

**Course Contents**

Evolution of Western, Eastern and Islamic Administrative Concept

Public Administration : Elementary issues, Meaning, definition, scope and importance, approaches, public-private administration .

Governance: Comparative focus between government and governance , concept and meaning, elements, good governance, characteristics, good enough humane governance , good governance from Islamic point of view.

Paradigm of Public Administration

Neo- Public Administration and Neo- Public Management

Basic Principles of Public Administration: Coordination, Planning, Hierarchy, Delegation of Power, Span of Control, Specialization, Control, Unity of Command, Centralization, Decentralization, Coordination, Control and Accountability

### **Administrative – Organization Theory and Model:**

Organization Theory: Classical organization theory, Neo-classical organization theory and Modern theory: Main focuses, contributions and limitations: Organization Theory: Scientific Management (F.W. Taylor), Administrative Management (Henry Fayol), Bureaucratic Model (Max Weber), New Classical Organization Theory: Behavioralism, Human Relation Movement, Hawthorn Experiment, contribution to organizational humanism.

Modern Organization Theory: System Concept, Contingency Concept.

### **Selected Readings**

Nicholas Henry

J. D. Fesler

Gerald E. Caiden

Luther Gullick

Begum RokshanaMili

& Amir Mohammad Nasrullah:

Allahma Yusuf Ali

Muhammad Asad

মুফতি মুহাম্মদ শফি

সহীহ বুখারী

ড. বেগম রোকসানা লিলি , এস,এম, শফিকুল আলম ও মোঃ লুৎফর রহমানঃ লোকপ্রশাসন তাত্ত্বিক ও প্রায়োগিক রূপরেখা

Public Administration and Public Affairs.

Public Administration: Theory and Practice.

Public Administration.

Organization: Theories and Practice.

Fundamentals of Public Administration

Glorious Quran.

The message of Quran

মারিস্কুল কুরআন

সহীহ মুসলিম

**Course Code - PA:1102**

**Course title: Principles of Management**

**Full Marks: 100 Credit Hours: 03**

## **Course description**

This is the introductory course in management. The course is designed to provide students an overview of the management function and its role in organizations and society. This course presents a thorough and systematic coverage of management theory and practice. It focuses on the basic roles, skills and functions of management, with special attention to managerial responsibility for effective and efficient achievement of goals. Special attention is given to social responsibility, managerial ethics, and the importance of multinational organizations.

## **Course objectives**

The specific objectives for this course include:

- Study of the basic functions of management (planning, organizing, leading/activating, and controlling), their component activities, and their interrelationships. Comprehending and critically evaluating the alternative schools of thought, or philosophies about the field of management.
- Expanding knowledge and understanding of major theories and concepts in the field of Management. Knowing and correctly using the key management terms and concepts; and
- Learning to apply major Management concepts and theories to actual problems and cases. Getting knowledge of some of the contemporary developments in the field.

## **Course outcomes**

Upon completion of the course, students are expected to be able to: understand fundamental concepts and principles of management, including the basic roles, skills, and functions of management; be knowledgeable of historical development, theoretical aspects and practice application of managerial process. It will focus on the nature of the managerial role, and of managerial responsibilities in planning and decision-making, formal and informal organizational structures, and the processes of decision-making, leadership, motivation, communication, production and quality control

## **Course Contents:**

**Management:** Meaning, Importance and Functions of Management, Levels and Types of Management, Relationship of Administration with Management.

**The Evolution of Management Thought:** Some Early Approaches, Mechanical Approach, Humanistic Approach, Rational Synthesis Approach.

### **Functional Issues of Management:**

- a) **Leadership:** Power, Authority, Approaches of Leadership Styles, Leadership Theories.
- b) **Communication:** Process, Types, Barriers and Measures of Removing Barriers.
- c) **Decision Making:** Rational Decision Making, Factors Preventing Rational Decisions, Techniques for Better Implementation of Decision, Delay in Decision
- d) **Motivation:** Process & Content Theories of Motivation.

## **Selected Readings**

- Barnard, C.I., The Functions of the Executive, Harvard University Press, 1976.  
George R. Terry – Principles of Management, 1991.  
Griffin, R.W., Management, Fifth Edition, A.I.T.B. Publishers, 1996.  
John M. Ivanoveich & Michael T. Matteson – Organizational Behavior and Management, 1990.  
Megginson, L.C. Mosley, D.C., Pietri, P.H., Management: Concept and Application.  
Sapru, R. K., Administrative Theories and Management thought, Prentice, Hall, New Delhi, 2008.

**Course Code - PA:1103**

**Course title: Political Theory and Organization**

**Full Marks: 100 Credit Hours: 03**

## **Course description**

This course is an introduction is a basic course on political theory and intends to introduce students about fundamental issues of political science. This course presents a comprehensive and systematic coverage of political science and practice from local, regional and global perspectives.

## **Course objectives**

The specific objectives for this course include:

- Study of the basic issues of political sciences from both national and global perspectives;
- Comprehending and critically evaluating the alternative schools of thought, or philosophies about the field of political sciences; and
- Learning to apply major political science concepts and theories to actual problems and cases.

## **Course outcomes**

After the completion of this course, students will be able to understand the various theories of political sciences. Students will also be familiar with the concepts of state and society and their applicability. In addition, students will also learn about the functions of the state organs and values of democracy of both developed and developing countries.

## **Course Contents**

**Political Theory:** Political Science, Definition, Scope and Methods, Fundamental Concepts: Society, Community, State and Association, Sovereignty, Law, Liberty and Equality, Leadership, Nation, Nationalism, Islamic Concepts of Society, State, Government, Law, Liberty and Equality.

**Political Organization:** Classification of Constitution, The Methods of Establishing Constitution, Constitutional Government, The Concept of Constitution and Constitutionalism in Islam, Forms of Government, Democracy and Dictatorship, Unitary and Federal System, Presidential and Parliamentary System.

**Organ of Government:** Legislature, executive, judiciary, Check and Balance, Theory of Separation of powers.

**Basic Social Contract and Electorate,** Public Participation and Public Sphere Enhancement

**Rule of Law and Human Rights,** Political Party, Pressure Groups and Elite, Bureaucracy, Civil and Military bureaucracy

### **Selected Readings**

Laski, H. J.	A Grammar of Politics.
Appadorai, A.	The Substance of Politics.
Agarwal, R.C.	Political Theory.
MacIver, R.M.	The Web of Government
Sarker, Justice Abdul Bari,	The Concept of Democracy in Islam.
MacIver, R. M.	The Modern State
Gettell, R. G.	Comparative Politics.
Gettell, R. G.	Political Science.
Willoughby, W. F.	The Government of Modern State
Garner, J. W .	Political Science and Government.
Wheare, K. C.	Modern Constitutions.
Wheare, K. C.	Federal Government.
Duverger	Political Parties.
Ansari, Dr. F. R.	The Quranic Foundations and Structure of Muslim Society.
Ismael, Tareq Y. and Jacqueline Ismael	Government and Politics in Islam.
A.C. Kapour	Principles of Political Science

**Course Code - PA:1104**

**Course title: Fundamentals of Sociology**

**Full Marks: 100 Credit Hours: 03**

### **Description of the course**

This course aims at to make the students familiar with the systematic analysis of societies. It focuses on an introduction to the organizing themes and ideas, empirical concerns, and analytical approaches of the discipline of sociology. The course deals with both classical and contemporary views of modern society, on the nature of community, and on inequality, with special attention to family, class, race, institutions, social stratification, social change and social conflict

### **Learning Objectives**

- This course will introduce students to the discipline of Sociology, its perspective, basic concepts and principles, methods of analysis and major sub-fields.
- Through this introduction it is expected that students will begin to think in ways that take into account the social realm of thought, including the impact of social

forces, social constraints, and social structure on an individual's thoughts and behaviors.

- The goals of the course are to encourage students to begin to think critically about the social world, to examine various life issues with a sociological lens, to scrutinize social issues, and to spark the sociological imagination - "the ability to see the relationship between individual experiences and the larger society" (C. Wright Mills, 1959).

### **Learning Outcomes:**

At the end of the course, students will be able to:

- Understand basic concepts in sociology and their fundamental theoretical interrelations.
- Define the relevance of culture; social change, socialization, social stratification, social structures, social institutions; and differentiations by race/ethnicity, gender, age and other culturally relevant categories.
- Appreciate and contrast theoretical orientations as they apply to building sociological knowledge in areas of social reality (e.g. family).
- Express sociological issues in a clear and coherent manner for their solution in view of the specific cultural context of Pakistan.
- Compare and contrast the basic methodological approaches for gathering data.
- Understand the significance of diversity by race, ethnicity, class, gender, age and other culturally relevant categories to human relations and work place settings.

### **Course Contents**

**Sociology and its nature:** Definition, Nature, Scope and Importance of Sociology, Sociology and its relation with other Social Sciences.

**Socialization and Media of Socialization:** Social Institutions, Family, Community, Religion and Rituals

**Economic Institutions and Property:** Types of Property, Feudalism, Capitalism and Socialism

**Social Class and Stratification:** Group, Status, Family, Marriage and Property

**Social Conflict:** Factors of Conflict, Resolution of Conflict, Social Crime and Violence

**Social Process and Change:** Assimilation, Control, Progress, Development, Evolution

**Culture & Civilization:** Cultural Lag, Cultural Change

**Political Sociology:** Different Concept

**Bangladesh Society:** Social Organizations, Political Organizations, Economic Organizations, Cultural Process

**Ethnicity and Development**

## **Social Capital**

### **Selected Readings**

Peter Worsely	Introducing Sociology.
Anthony Giddens	Sociology.
Lazerfield	Sociology.
Tom Bottomore,	Introduction to Sociology.
Ginsberg	Sociology
Maclver, R. M	Society
Morgan, L. H	Ancient Society, World Publishing, 1963.
Political Sociology	Different Concepts.
Nazmul Karim	Changing Pattern of Society
Ritzer, George(2000)	Sociological Theory, New York, Mcgraw Hill

**Course Code -PA:1105**

**Course title: Functional English**

**Full Marks: 100    Credit Hours: 03**

### **Description of the course**

The purpose of this course is to help students to improve their English skills. Oral, listening and academic writings skills and conversational fluency are emphasized in everyday public communication. The instruction includes vocabulary, grammar, listening, pronunciation, writing and viewing exercises for practice.

### **Objectives of the course**

Objectives of the course are to enhance language skills for effective communication and develop critical thinking while writing.

### **Learning outcomes:**

By the end of this course, it is expected that the student will be able to:

- Further develop their skills in reading, writing, speaking and thinking.
- Develop their understanding and appreciation of English language and its use in effective communication and literature.
- Develop, understand and appreciate essay writing, short stories and further
- Develop ability to evaluate and understand written material.
- Develop effective business communication skills and enhance presentation
- skills

### **Course Contents:**

#### **Part-1:**

#### **Classification of words with special emphasis on**

- a) Countable and Uncountable Nouns
- b) Attributive and Predicative Adjectives;
- c) Determiners;
- d) Transitive, Intransitive and Linking Verbs;
- e) Adverbs of Time, Place and Manner;
- f) Prepositions;

- g) Word Structure;
- h) Word function.

**Phrases and Their Structures:**

**Clauses and Sentence Structures:**

- a) Simple Sentences;
- b) Compound Sentences;
- c) Complex Sentences;
- d) Analysis of Sentences;
- e) Tenses and Their Aspects;
- f) Sequence of Tenses;

**Part -2**

- a) Translation from Bengali to English.
- b) Translation from English to Bengali.
- c) Paragraph Writing.
- d) Letter Writing (Personal Letters and Letters of Application)

Selected Readings

A Passage to the English language

Learning English, --The Easy way

English Grammar in Use , Cambridge:CUP,2004

Practical English Usage, New Delhi: OUP,

S.M Zakir Hossain

Saduruddin Ahme

Murphy, R

Swan, M (2005),

**Course Code -PA:1106**

**Course title: Bangladesh Studies**

**Non -Credit Course**

**Full Marks: 100    Credit Hours: 03**

( For the students of Non-Muslims and Madrasha Background)

**Land and people of Bangladesh :** Ethnological origin, Culture language, Religion and occupation, A brief history of the region.

Emergence of Bangladesh: Socio-Political and Economic Factors and Events leading to independence of Bangladesh.

**Geography of Bangladesh :** Soil type, Agro-Ecological zones of Bangladesh, Floods – Nature and Causes, Conservation of natural resources –Forest and Fisheries, Population Movement and Urbanization , Environmental Management.

**Economy of Bangladesh:** Major Sectors of Production –Agriculture, Industry, Services, Agricultural Development, Land Reform measures in Bangladesh, Agricultural Modernization- HYV technology, Industry and trade.

**Political Development in Bangladesh:** Forms of Government in Bangladesh since independence, salient features of Bangladesh Constitution –Ordinances and Amendments,

**Democracy and Political Parties, Administrative System in Bangladesh.**

**Selected Readings:**

আবদুল্লাহ ফারুক	: বাংলাদেশের অর্থনৈতিক ইতিহাস
কামাল সিদ্দিকী	: বাংলাদেশের ছমি সংস্কারের রাজনীতি
আবদুল হামিদ	: পল্লী উন্নয়নে বাংলাদেশ
Azizur Rahman Khan and Mahabub Hossain	: Strategy of Development in Bangladesh. Macmillan Publishing Co. 1989.
Haroon –ar-Rashid	: Geography of Bangladesh
Kathleen Gouth and Hari P.Sharma	: Imperialism and Revolution in South Asia
Mohabbat Khan	: Bangladesh: Society Politics and Bureaucracy.

**Course Code -PA:1106**

**Course title: Islamic Studies**

**Non –Credit Course**

**Full Marks: 100 Credit Hours: 03**

**( কলেজ ব্যাকগ্রাউন্ড মুসলমান ছাত্র-ছাত্রীদের জন্য )**

ইসলাম: ইসলামের সংজ্ঞা, স্বভাবধর্ম ইসলাম, জীবন সমস্যার সমাধানে ইসলাম, ইসলামের বিশ্বজনীনতা ।

আল-কুরআন: আল-কুরআন পরিচিতি, আল-কুরআন অবতরণ, , সংরক্ষণ ও সংকলন, ওহী, বিজ্ঞানের দৃষ্টিতে ওহী, আল-কুরআনের বৈশিষ্ট্য ।

আল-হাদীস: আল-হাদীস পরিচিতি, আল-হাদীসের প্রয়োজনীয়তা, আল-হাদীসের শ্রেণীবিন্যাস ও সিহাহসিদ্ধার পরিচিতি, আল-হাদীস সংরক্ষণ ও সংকলন ।

**ইসলামের মৌলিক বিষয়সমূহ:**

ঈমাণ: আল্লাহ তা'আলার প্রতি ঈমাণ, তাওহীদ, শিরক, কুফর ও নিফাক । ফেরেশতাগণ, আসমানী গ্রন্থসমূহ, নবী-রাসূলগণ, আখিরাত ও পুনরুত্থান । হিসাব-নিকাশ ও তাকদীরের প্রতি বিশ্বাস । সমাজে প্রচলিত বেদ'আতসমূহের অপনোদন ।

তাহারাত: অয়ু, গোসল, তায়াসুম।

ইবাদত:

সালাত: শর্ত, রুকন, ওয়াজিব, সুন্নত, মাকরুহ, ও ভংগের কারণসমূহ। ব্যক্তি ও সমাজ গঠনে সালাতের ভূমিকা।

যাকাত: সংজ্ঞা, উৎস, নেছাব ও ব্যায়ের খাতের বিবরণ। আর্থ-সামাজিক নিরাপত্তায় যাকাতের ভূমিকা।

সাওম: সংজ্ঞা ও গুরত্ব। স্বাস্থ্যগত ও আর্থ-সামাজিক ক্ষেত্রে সাওমের গুরত্ব।

হজ্জ: সংজ্ঞা ও প্রকারভেদ, হজ্জের আন্তর্জাতিক গুরত্ব।

মু'আমালাত: ইসলামের দৃষ্টিতে মানব জাতির পারস্পরিক লেনদেন। শ্রমিক ও মালিক সম্পর্ক।

মু'আশারাত: ঋণদাতা ও গ্রহীতা, ক্রেতা ও বিক্রেতা, ছোট-বড়, ছাত্র শিক্ষকের পারস্পরিক সম্পর্ক, ইসলামে ভ্রাতৃত্ব খিদমতে ও জনকল্যাণমূলক কাজ।

ইসলামী আখলাক : তাকওয়া, সবর, আদল, ইহসান, সিদক, লজ্জা, শিষ্ঠাচার, ধুমপান ও মাদকাসক্তির কুফল, পর্দা, আমানত, খিয়ানত।

ইসলামী বিধানসমূহ : ইসলামে হালাল- হারাম বিধান, অপরাধ দমনে ইসলামের বিধান।

**ইসলামের সামাজিক বিধান:**

সমাজ পরিচিতি, পাশ্চাত্য সমাজ ব্যবস্থার বৈশিষ্ট্য, ইসলামী সমাজ ব্যবস্থার বৈশিষ্ট্য, মহানবী (স:) ও খলীফাগণের সমাজ সংস্কার, ইসলামী সমাজে পরিবার, মাতা-পিতা, আত্মীয়-স্বজন ও প্রতিবেশীর দায়িত্ব ও অধিকার।

**ইসলামে শিক্ষা ও সাংস্কৃতিক বিধান।**

ইসলামে শিক্ষার গুরত্ব, স্বরূপ ও বৈশিষ্ট্য। সংস্কৃতির সংজ্ঞা, গুরত্ব ও প্রয়োজনীয়তা। ইসলামী সংস্কৃতির পরিচয় ও বৈশিষ্ট্য। বিশ্ব সভ্যতায় ইসলামী সংস্কৃতির প্রভাব।

**ইসলামে অর্থনৈতিক বিধান:**

পূজীবাদ, সমাজবাদ ও ইসলামী অর্থনীতির তুলনামূলক আলোচনা। সামাজিক নিরাপত্তায় ইসলামী অর্থনীতির ভূমিকা ও অবদান।

সুদ ও বীমা। ইসলামী রাষ্ট্রে আয় ও ব্যায়ের খাত। ইসলামী ব্যাংকিং ব্যবস্থা। দারিদ্র বিমোচন।

**ইসলামের রাষ্ট্রীয় ব্যবস্থা :**

ইসলামী রাজনীতির মূল কথা। ইসলামী রাষ্ট্র প্রতিষ্ঠানের গুরত্ব ও প্রয়োজনীয়তা। ইসলামী রাষ্ট্র ও সরকারের বৈশিষ্ট্য, ইসলামে রাষ্ট্রপ্রধান ও প্রশাসকের যোগ্যতা ও গুণাবলী, ইসলামী রাষ্ট্রের দায়িত্ব ও কর্তব্য। ইসলামী রাষ্ট্রে নাগরিকের অধিকার, দায়িত্ব ও কর্তব্য। ইসলামে ও আধুনিক গনতন্ত্র। ইসলামী রাষ্ট্রের বৈদেশিক নীতি।

**ইসলামের বিচার ব্যবস্থা :**

ইসলামী আইনের উৎসমূহ। আধুনিক বিচার ব্যবস্থা ও ইসলামী বিচার ব্যবস্থার তুলনামূলক আলোচনা। বিচারকের যোগ্যতা ও গুণাবলী। ইসলামী বিচার পদ্ধতি। সাম্যেও ভিত্তিতে ন্যায়বিচার প্রতিষ্ঠা। মহানবী (স:) ও খলীফাগণের বিচার ব্যবস্থা।

**ইসলামে সামরিক ব্যবস্থা :**

জিহাদেও সংজ্ঞা, প্রকারভেদ ও গুরত্ব, মহানবী (স:) ও খলীফাগণের সামরিক ব্যবস্থা। ইসলামে সমরনীতি। আধুনিক সভ্যতায় যুদ্ধ।

### **ইসলাম প্রচার।**

ইসলামে তাবলীগের গুরুত্ব ও প্রয়োজনীয়তা, ইসলাম প্রচারের পদ্ধতি ও প্রচারকের গুণাবলী। বাংলাদেশে ইসলামের আগমন ও বিকাশের ঐতিহাসিক বর্ণনা। বাংলাদেশ এন জি ও এবং খ্রীষ্টান মিশনারী তৎপরতা। ইসলাম প্রসাে প্রচার মাধ্যমসমূহের ভূমিকা।

### **ইসলামে মানবাধিকার:**

মানবাধিকারের অর্থ ওপাশ্চাত্য মানবাধিকারের ঘোষণা পত্র। ব্যর্থতার কারণ। ইসলামে মৌলিক অধিকার। ইসলামে নারীর মর্যাদা। ন্যয়বিচারের অধিকার, মান-ইজ্জত ও জীবনের নিরাপত্তা। অর্থনৈতিক অধিকার।

## **First Year 2<sup>nd</sup> Semester**

**Course Code - PA:1201**

**Course title: Administrative Thoughts**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

This course is about the pundits and thinkers of public administration across the world. The course is designed in such a way that the students will get a comprehensive knowledge about the authorities of public administration from historical perspectives.

### **Course objectives**

The specific objectives of this course are:

- To provide in-depth knowledge to the students about the contributors of public administration;
- To provide comprehensive knowledge to the students about the contributions of public administration thinkers; and
- To provide detail idea to the students about the fundamental issues of public administration from multi-dimensional perspectives.

### **Course outcomes**

After the completion of this course, it is expected that students will be familiar with:

- The authorizes of public administration;
- Historical development of public administration as a discipline; and
- The fundamental issues of public administration from multi-dimensional perspectives;

## **Course Contents:**

**Kautilya:** Arthasastra, Saptanga theory, Duties of king and Mantriparishad, Foreign policy.

**Woodrow Wilson:** Political and academic career, two terms of presidency, Writings on administration and politics, Criticisms of Wilsonian ideas.

**Max Weber:** Authority, Ideal-type Bureaucracy, Religion.

**Mary Parker Follett:** Theory of Conflict Management, Integration, Planning, Coordination and Leadership.

**Chester I. Barnard:** Cooperative system, Formal and Informal organization, Theory of authority, system of coordination, the executive functions.

**Herbert Simon:** Rationality, decision making model, administrative efficiency, artificial intelligence.

**Fred W. Riggs:** Ecological approach, Attributes of society, Model of Prismatic society, Sala model of administration.

**Dwight Waldo:** Idea of Administrative State, New Public Administration, Public Administration, politics and morality.

**Chris Argyris:** Formal organization, Increasing organizational wealth, Fusion process theory, Organizing future structure.

**Rensis Likert:** Supervisory styles, Supportive relationships, Management system.

**James D Mooney :** Organizations

**Yehezkel Dror:** Policy sciences, Models of public policy making.

## **Selected Readings**

D Ravindra Prasad, V S Prasad and P Satyanarayana, (ed.), Administrative Thinkers, Sterling Publishers Private Limited, 1989.  
S R Maheshwari, Administrative Thinkers,  
R.K.Sapru Administrative Theories and  
Management Thought

**Course Code -PA:1202**

## **Course title: Development Studies**

**Full Marks: 100    Credit Hours: 03**

### **Course description**

Development studies is an interdisciplinary field of social science. The course introduces development theories, ideologies and planning, industrialization, globalization, media and civil society, NGOs, SDG women's empowerment, and sustainable development.

### **Course objectives**

The particular objectives of this course are:

- The course is keen to provide an in-depth introduction to the multi-disciplinary field of development studies;
- The course will provide students the key debates of development theory; and
- The course encourages students to think critically about what is development is, about how it is carried out and, most importantly of all, about what it can achieve.

### **Learning outcomes**

After the completion of the course, students are expected to learn;

- Knowledge and understanding of the main concepts in international development;
- The ability to identify and compare main actors shaping and implementing international development policies and their specificities; and
- Ability to explain paradigm change in international development.

### **Course Contents**

**Development:** Meaning, Concept and Dimensions, Factors of Development.

#### **Development: Issues and Approaches**

- a) Political Development
- (b) Economic Development
- (c) Social Development
- (d) Moral Development
- (e) Legal Development
- (f) Administration and Development
- (g) Environment Management

#### **Elements of Development**

- a) Political Parties and Development
- b) Bureaucracy and Development
- c) Technology and Development
- d) Women and Development/Empowerment
- e) NGO and Development

**Human Development and Social Sector Strategies:** Population, Education, Health and Nutrition, Employment, Pollution and Environmental Regulations- Sustainable Development.

**Development Planning:** Meaning, Scope and Importance, Development Planning Under Different Social Systems.

**Models of Development Planning:** Sectoral Aggregate, Harrod-Domar and Mahalanabis Models, Input-output Model, structural adjustment, SDG, PRSP.

**Information and Development:**

- (a) Role of Mass Media
- (b) Role of Printing and News Media
- (c) Role of Electronic Media

**Selected Readings**

Charls K. Wilber	Political Economy of Development and Under Development
A.G. Frank	Development of Under Development
Dudley Seers	Meaning of Development
Walter Rodney	How Europe Underdeveloped Africa?
Richard peet	Theories of Development.
Magnus Blomstrom & Bjora Hettae	Development Theory And Transition
B. Narayan	Environment Management .
Hills,K (2006)	Theories and Practices of Development , London, Routledge
Desai,V and Potter, R.B,(2014)	The Comparison to Development Studies, London, Routledge
Haynes,J and Hatrick,E (2009),	Theories of Development : New York

**Course Code -PA:1203**

**Course title: Principles of Economics**

**Full Marks: 100 Credit Hours: 03**

**Course description**

The course provides an introduction to a broad range of economic concepts, theories and analytical techniques. This course combines topics and issues pertaining to both micro and macro-economics. Topic coverage includes the theories of how consumers and firms make choices, and how various rules guide their respective decisions. The course also explores the theory of market structures, such as perfect and imperfect competition, as well as monopoly.

**Course objectives**

- The course aims at providing the students with basic understanding of application of economic concepts to the analysis of scarcity of individual, firm, and organizational behavior;

- The course also deals with the issues such as analysis of national income and employment, economic fluctuations, inflation, fiscal and monetary policies, economic growth, and the global economy; and
- This course analyzes various economic policies, and how they affect economic fluctuations and foster economic growth.

### **Course outcomes**

After the successful completion of the course, students will be able to:

- Describe and explain how microeconomic models can be used to consider fundamental economic choice of households and firms
- Describe and explain how macroeconomic models can be used to analyze the economy as a whole; and
- Describe and explain how government policy influences microeconomic choices and macroeconomic outcomes.

### **Course Contents:**

**Introductory Discussions:** Definition, Nature Scope and Subject matter of Economics, Classical, neo-classical and modern view of economics, Importance of studying economics. Economics and its relations with various social sciences: Public Administration, Political Science, Sociology.

**Basic Economic Problems:** Nature and its way of solving.

**Basic concepts of economics:** Goods, Wants, Utility, Wealth

**Analysis of Demand and Supply:** Meaning, Law of demand, Demand schedule and demand curve, Determinants of demand, Changes in demand. Meaning, Law of supply, Supply schedule and supply curve, Determinants of supply, Changes in supply.

**Theory of production:** Production: its meaning and types. Factors of production, Land: Its characteristics, Factors affecting productivity of land, Law of land: Diminishing marginal production. Labour: Definition, Efficiency of labour, Capital and its features. Organization/entrepreneur

**Market Structure and System:** Market its definition features and functions, Perfect and imperfect market, Monopoly and Monopolistic Competition market, Oligopoly and Duopoly market. Price system in market.

**Wages and trade union:** Wages its definition and types, Determinants of real wages. Theory of wages. Role of trade union.

**Rent :** Definition,kinds of rent, Ricardian theory of rent

**Interest:** Definition, concept of interest,variations of interest rate, theory of interest

**Economic System:** Economic system and its definition, Capitalistic, Socialistic, Mixed Economy and Islamic Economic System.

Islamic Economics: Zakat, Banking and Insurance

## **Selected Readings**

Samuelson, P. A. and Nordhaus, W. D	Economics
Lipsey, R. G.	An Introduction to Positive Economics,
Todaro, M	Economic Development in Third World.
Dalton	Public Finance.
Rahaman, Afzalur	Economic Doctrines of Islam, Vol. I & II.
Irwin, Richard D	Economics of The Public Sector.
GOB	The Development Plans of Bangladesh.
Todaro	Economic Development in Third World Country.
Abdullah Faruq	Bangladesh Economy
মোঃ আবুল কাশেম	আধুনিক রাষ্ট্রীয় অর্থনীতি ।
আব্দুল্লাহ ফারুক	বাংলাদেশের অর্থনৈতিক ইতিহাস ।
আব্দুল্লাহ ফারুক	অর্থনীতিবিদদের যুগ

**Course Code -PA:1204**

**Course title: Government and Politics in Bangladesh**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

This course focuses on the introduction to the principles of government and politics designed to provide students with a more sophisticated understanding of the political environment of Bangladesh. Topics include political institutions, processes of public interaction, political philosophy, parties and elections, bureaucratic administration, and politics of Bangladesh.

### **Course objectives**

The course intends to provide students:

- A comprehensive knowledge about the politics and government of Bangladesh from historical perspective;
- Key issues of politics and government of Bangladesh; and
- Democratization process of Bangladesh.
- 

### **Course outcomes**

After the completion of the course, students will be able to:

- Understand the various theoretical frameworks for the analysis of Bangladesh politics;
- Know the political movement of Bangladesh; and
- Describe the democratization process of Bangladesh.

## **Course Contents:**

**Growth of Nationalism** : Partition of Bengal 1905 and its annulment, Act of 1909, 1919,1935. Two Nation Theory, Lahore Resolution of 1940, Cripps Mission 1942, Cabinet Mission Plan 1946, Indian Independence Act of 1947.

**History of the Rise of Bengali Nationalism:** Internal Colonialism in Pakistan After 1947; Economic Disparity, Two Economic Theory; Conflicts of Power Elite with Vernacular Elite.

**Political Movements under Pakistan Rule:** Language Movement 1952, Constitutional Movement 1962, Autonomy Movement 1966, Mass Movement 1969, Non-Co-operation Movement 1971, Liberation War 1971.

**Political Process of Bangladesh under Different Regimes** – Sheikh Mujib Regime and its Performance, Military Intervention in 1975, Civilianization of Military Regime during Zia and Ershad Regimes. Mass Upsurge of 1990, Caretaker Government and the Process of Democratization Since 1991.

**Key Issues on Politics and Government:** Nation Building, State Building, Democratization, Political Participation, Political Culture, Electoral Politics, Conflict and Cleavages, National identity crisis in Bangladesh.

**Institutionalization of Democracy:** Role of Political Parties, Role of Military, Role of Bureaucracy, Role of Civil Society, Working of Parliamentary Democracy, People's Movement, Religious Fanaticism and Terrorism.

### Selected Readings

- |                                 |  |
|---------------------------------|--|
| Talukdar Maniruzzaman.          | The Bangladesh Revolution and Its Aftermath, UPL, 1988.  |
| Moudud Ahmed.                   | Democracy and the Challenge of Development: A Study of Politics a Military Interventions in Bangladesh, University Press Ltd., 1995. |
| Rounaq Jahan.                   | Bangladesh Politics: Problems and Issues, UPL, 1980.   |
| Dilara Choudhury.               | Constitutional Development in Bangladesh   |
| Masud Hasanuzzaman.             | Role of Opposition in Bangladesh Politics, UPL, 1998. PA 209   |
| Sayed, K. B.                    | The Political System of Pakistan.  |
| Chowdhury, G. W.                | Constitutional Development in Pakistan.  |
| Chowdhury, G. W.                | The Last Days of United Pakistan.  |
| Maniruzzaman, T.                | Bangladesh Revolution and Its Aftermath.   |
| Muhith, A. M. A.                | Bangladesh, Emergence of a Nation.   |
| Rounaq Jahan                    | Bangladesh Politics: Problems and Issues.  |
| Ahmed, Emajuddin (ed)           | Bangladesh Politics.   |
| Frands, Marcus                  | Bangladesh The First Decade.   |
| Haq, Abul Fazle,                | Constitution and Politics in Bangladesh: Conflict, Changes and Stability.  |
| Haq Abul fazle                  | Constiution and politics in Bangladesh.  |
| Khan Zillur R.                  | Martial law to Martial law.  |
| Schendel, W. V. (2009),         | A History of Bangladesh , Cambridge University Press   |
| Riaz, Ali (2016),               | Bangladesh: A Political History since Independence.  |
| হক আবুল ফজল                     | বাংলাদেশের শাসন ব্যবস্থা ও রাজনীতি ।   |
| আনিসুজ্জামান এম (সম্পাদিত )     | বাংলাদেশের লোক প্রশাসন ।   |
| গণপ্রজাতন্ত্রী বাংলাদেশ সংবিধান |  |
| ড. রাকিব ইয়াসমিন               | বাংলাদেশের সংসদীয় গণতন্ত্র ও কমিটি ব্যবস্থা ( ১৯৭২- ১৯৯৬)   |

**Course Code -PA:1205**

**Course title: Introduction to Social Welfare**

**Full Marks: 100 Credit Hours: 03**

**Course description**

The course provides an introduction to the development of social welfare policy of Bangladesh. Social and human rights reactions to social problems in general will be examined, as well as poverty and economic disadvantage in particular. The methods of forming social policy at the legislative and grassroots level will be considered.

**Course objectives**

The course is intended to provide students:

- Various theoretical and philosophical approaches of social welfare;
- Various methods of social work in Bangladesh both public and private; and
- Various social welfare policies from historical and religious perspectives;

**Course outcomes**

After the completion of the course, students will be able to understand:

- Different theoretical approaches of social welfare;
- Various methods of social work from comparative perspectives; and
- Existing social welfare services of Bangladesh.

**Course Contents:**

**Social Welfare and Social Work:** Conceptual Analysis, Theories related to Social Work, Approaches relevant to Social Work Practice.

**Religious Teaching and Welfare:** Islam, Hinduism, Buddhism and Christianity.

**Social Welfare History:** National and Global ( UK, USA, undivided India and Bangladesh)

**Philosophical and Ethical assumption of Social Work:** Social Values and Social Work Values, Greek, Roman and Utopian Philosophy, Individualism, Socialism, Welfare state.

**Social Change, Social Reform and Social Action.**

**Social Legislation in Bangladesh.**

**Social Development: Policy, Planning**

**Social Welfare Services in Bangladesh**

**Method of Social Work:** Basic and Auxiliary

**Selected Readings**

Chaudhury, P,

Social Welfare Administration.

Khan, N.I,	Social Welfare Services in Bangladesh.
Mannan , Islam,N.,	Development and Social Work ( In Bengali)
Friedlander, W.A,	Introduction to Social Welfare.
Skidmore and Thakery,	Introduction to Social Work.
Bisno, H.,	The Philosophy of Social Work.
Fink, Arthus, ,	The field of Social Work.
Akbar, M.A.,	Elements of Social Welfare.
Charles Zastrow (2017),	Introduction to Social Work and Social Welfare

## **Second Year 1<sup>st</sup> Semester**

**Course Code -PA:2101**

**Course title: Governance and Polity in Islam**

**Full Marks: 100    Credit Hours: 03**

### **Course description**

The course examines the interaction between politics and various expressions of Islam from historical perspectives. It begins with reading the biography of Prophet Muhammad (SM) and examining the political ramifications of his message. It follows the administrative system of Islam.

### **Course objectives**

The course is keen to provide students:

- Fundamental knowledge of Islamic administration;
- Theories of Islamic administration; and
- Knowledge about contemporary administration in Islam.

### **Course outcomes**

After the successful completion of the course, students will be able to understand:

- About the Islamic administration and theories of Islamic administration;
- Administration of Pious Caliphs and
- Dynamics of Islamic administrative models.

### **Course Contents:**

### **Administrative Development: Islamic Roots of Administration**

- a. Source of Islamic Administration
- b. Quran, Sunnah and Shariah Administration
- c. The Shariah, Sources of Shariah, Characteristics of Shariah
- d. The Administrative system under the Holy Prophet (Sm.).
- e. The Charter of Medina, The first written Constitution of the World
- f. Treaty of Hudaibiyah, 628 AD
- g. The Farewell Pilgrimage Speeches

### **The Administration under the Pious Caliphs – Special Focus on Omar’s Administration**

- a) The Caliph, Position, Power, Duties & Responsibilities, Relation between Caliph and the People
- b) The Shurah- Composition, Power and Functions, Limitations
- c) The Provincial Governors: Position, Powers and Functions.
- d) The Judiciary- Main Features
- e) Islamic Administrative Institutions

### **Fundamental Theories of Islamic Administration**

- a. Freedom
- b. Justice
- c. Equality
- d. Control and Accountability
- e. Combating Corruption

### **The Dynamics of Islamic Administrative Model**

- a) Islamic World View
- b) Politics- Administration Dichotomy
- c) A Comparison between Islamic and other Administrative Models
- d) Aspects of Islamic Model
- e) Basic Control Process of Omar ®

### **Contemporary Administration in Islam: Special Reference to Iran**

#### **Selected Readings**

- |                                |  |
|--------------------------------|--|
| Al-Buraey, Muhammad            | Administrative Development an Islamic Perspective. |
| Abdalati, Hammudah             | Islam in Focus, Riyadh, KSA.                       |
| Ali, Sayed Ameer               | The Spirit of Islam.                               |
| Arnold, T. W.                  | The Caliphate.                                     |
| Arnold, T. W.                  | The Legacy of Ialsm.                               |
| Asad, Mohammad                 | The Principles of State and Government of Islam.   |
| Ahmed, Ishtiaq                 | The Concept of Islamic State.                      |
| Banu, Dr. U. A. A. Razia Akter | Islam in Bangladesh.                               |
| Hamidullah, M.                 | Muslim Concept of State.                           |
| Hitti, P. K.                   | Origin of the Islamic State.                       |
| Jobnoun, Naceur                | Islam and Management, .                            |
| Levy, R.                       | The Social Structure in Islam                      |
| Noor, Abdun,                   | Social Justice in Bangladesh.                      |
| Sherwani, H. K.                | Studies in Muslim Political Thought.               |
| Siddique, A. H.                | Origin and Development of Muslim Institution.      |
| Tripathi, R. P.                | Some Aspects of Muslim Administration.             |
| Watt, M.                       | Mohammad at Mecca.                                 |

## **Course Code --PA:2102**

### **Course title: Public Administration in Bangladesh**

**Full Marks: 100 Credit Hours: 03**

#### **Description of the course**

The course provides historical development of public administration of Bangladesh. It follows the structure and process of the government of Bangladesh, central and field administration and functions various state organs. It also provides comprehensive discussion about the various issues of public administration in Bangladesh for examples administrative reform, central personnel agency, recruitment systems and problems of public administration in Bangladesh from both theoretical and practical perspectives.

#### **Course objectives**

The course keens to provide students about the:

- The structure, process, issues and dynamics of public administration in Bangladesh from historical perspectives;
- The functions of central and field administration; and
- The problems of public administration in Bangladesh.

#### **Course outcomes**

After the completion of the course, students are expected to learn about:

- The historical development of public administration in Bangladesh;
- The functions of various organs of the state/government;
- The problems of the central and field administration in Bangladesh from both theoretical and practical perspectives; and
- To understand and explain the intricacies of public administration and the way it works in the context of Bangladesh

#### **Course Contents:**

**Constitution of Bangladesh:** Philosophy of Constitution, Provisions related to Public Administration

**Historical Background of Public Administration in Bangladesh:** The Structure & Organization of Public Administration in British India, Structure of Public Administration in United Pakistan.

**Branches of Government:** Executive, Legislative, Judiciary. Interrelationships of Three Organs.

**Central Governments and Field Administration:** a) Concept of Government Structure, Secretariat Set Up, Ministry, Divisions, Department, Autonomous and Semi Autonomous

Bodies, Agencies-Structure, Functions, Interrelationships. b) Field Administration: District, Upazilla Administration Structure, Functions, Control, Coordination.

**Administrative Reforms:** Concepts of Administrative Reforms, Importance, Different Committees and Commissions.

**Role of Central Personnel Agency:** The Ministry of Public Administration, Public Service Commission.

**Recruitment and Training System in Bangladesh Public Administration:** Recruitment Process, Scope of Training, Role of BPATC.

**Issues and Problems of Bangladesh Public Administration:** a) Parliamentary Committees b) Politics Administration Dichotomy c) Generalist Specialist Conflict d) Accountability in Public Administration d) Administrative corruption

### **Selected Readings**

Ahmed Ali	Bangladesh Public Administration and Senior Civil Servant.
Ahmed Sayed Gias Uddin	Bangladesh Public Service Commission.
Abedin Md. Jainul	Papers on Administration and Related Issues.
AMM Shawkat Ali	Politics and Upazilla, NILG, Bangladesh. 1986
Ahmed Ali	Role of Higher Civil Servants in Pakistan.
Braibanti, R.	The Civil Service in Pakistan.
Chowdhury M. A.	The Civil Service in Pakistan.
Godnow, H. F	The Civil Service of Pakistan.
Giasuddin, Sayed Ahamed	The Image of Public Service in Bangladesh.
Huda, ATM Shamsul	Coordination in Public Administration in Bangladesh.
Khan, M.M.	Administrative Reforms in Bangladesh
Rahman, Shamsur	Administrative Elites in Bangladesh.
Huque, Ahmed Shafiqul,	Paradoxes in Public Administration, Dimensions of Development,

**Course Code-PA:2103**

**Course title: Local Government in Bangladesh**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

The course will deal with three core areas: i) historical evolution of the local government in Bangladesh; ii) various debates and issues surrounding local government; and iii) a comparative analysis of the local government system in South Asia.

### **Course objectives**

The course aims to introduce the students with the:

- Various theoretical approaches of local government;
- Various systems of local government;

- Growth, development and functions of urban and local government in Bangladesh; and
- Various issues of local government such as local level planning, people's participation, and local resource mobilization.

### **Course outcomes**

After the successful completion of the course, students will be able to understand:

- Various theories and concepts of local government;
- Historical development of local government of Bangladesh;
- Functions of local government institutions; and
- Prospects and challenges of local government in Bangladesh.

### **Course Contents:**

**Local Government:** Definition, Principles and Characteristics and dimensions of Local Govt. Typology of Local Government Systems, Difference between Local Government and Local Self-Government. Functions of Local Government, Strengths, Weaknesses and Problems of Local Government.

**Concepts and Theories:** Various Theories Regarding Local Government.

**Historical Background of Local Government,** Evolution of Local Government in British India, Various Acts of 1870, 1882, 1885 etc. Development of Local Government in Bangla; Village Local Government Act 1919. Local Government under Basic Democracies Order of Ayub Khan (1947-1971).

**Local Government in Bangladesh:** Constitutional status of Local Government, Evolution, Structure, Functions, Composition and its Personnel System, Local Government Election Process.

**The Growth & Development of Urban Local Government in Bangladesh:** Problems and Remedies.

**Local Government Finance in Bangladesh:** Pattern of Local Government Finance from British to Bangladesh, Income Source of Different Local Bodies-Union Parishad, Upazilla Parishad, Zilla Parishad, Pourashava, Problems of Local Government Finance in Bangladesh and Centre-Local Correlation of Local Government.

**Control and Accountability of Local Government:** Autonomy- Control Nexus at Local Government.

**People's Participation in Local Government & Problems of Participation in Bangladesh.**

**Local Level Planning.**

**Women in Local Government.**

**Local government NGO Relations- The best way.**

### **Selected Readings**

Harold F Alderfer

Local Government in Developing Countries.

Kamal Siddiqui(ed)	Local Government in Bangladesh.
Nawshad Ahmed	Paurashava Finance in Bangladesh
N C Roy	Self-Government in Bengal.
Hugh Tinker	Foundations of Local Self-Government in India.
Muzaffar Ahmad chaudhuri	Rural Government in East Pakistan.
Rehman Sobhan	Basic Democracies, Works Program and Rural Development in East Pakistan.
Ali Ahmed	Administration of Local Self-Government in Bangladesh
AHM Aminur Rahman	Politics of Rural Local Self-Government in Bangladesh
.Azher Ali	Rural Development in Bangladesh.
S. Maqsood Ali	Decentralization and people's Participation in Bangladesh.
Dr. Makhlukur Rahman	Development Administration and People's Participation in Bangladesh.

**Course Code -PA: 2104**

**Course title: NGO Governance and Development**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

This course sets out to explain the key processes that encompass the governance of NGOs and development. The course provides historical emergence of NGOs from the global perspectives. It follows the theoretical approaches of NGO governance and its functions. The course also explains the regulatory framework of NGOs and its relations with the government of Bangladesh.

### **Course objectives**

The course intends to introduce students with the:

- Conceptual framework of NGO and NGO governance;
- Emergence of NGO from both national and international perspectives;
- Role and functions of NGOs with special reference to poverty alleviation and women's empowerment with special reference to Bangladesh; and
- The regulatory framework of NGOs and its relation with the government.

### **Course outcomes**

After the successful completion of the course, students are expected to learn about:

- The emergence of NGOs from national and international perspectives;
- The various theoretical approaches of NGO and NGO governance; and
- The role of NGOs in poverty alleviation and women's empowerment.

### **Course Contents:**

**NGOs and Development: Development** – A Conceptual Overview- National and International NGOs, Voluntarism and Philosophy of NGOs, Nature, Scope and Typology of NGOs.

**Global Emergence of NGOs:** Emergence of NGOs in Perspective, Strength of NGOs, Weaknesses of NGOs, Role of NGOs in Development.

**NGOs in Bangladesh:** Emergence of NGOs in Bangladesh Approaches of NGO Operation, Scope and Functional Coverage of NGOs in Bangladesh, Sources of Funding of NGOs.

**The Legal and Regulatory Frame-work for NGOs in Bangladesh.**

**Government – NGO Collaboration,** Types of Collaboration, Problems of Collaboration, World

**Bank’s Models for Government-NGO Collaboration,** Models of Government.

**NGO Collaboration in Bangladesh**

**NGOs, Civil Society and Public Policy**

**Problems and Prospects of NGOs in Bangladesh**

**NGO: Poverty Alleviation or Perpetuation**

### **Selected Readings**

Afroza Begum

Government-NGO Interface in Development Management: Experiences of Selected collaboration Models in Bangladesh

Korten, D.C and Klauss, R

People Centered Development: Contributions towards Theory and Planning Frameworks.

Korten, D.C.

Getting to the 21<sup>st</sup> Century: Voluntary Action and the Global Agenda

Paul, S and A. Israel (ed)

Non-governmental Organizations and The World Bank Pursuing Common Goals: Strengthening relation between Government and Development NGOs.

Rahman, Motinur AKM  
Rahman Motinur AKM &  
Hossain, Zulfiquar Mohammad

NGO and Development: Myth and Reality

Poverty and Development in Bangladesh: NGOs , Linkages, Hurdles, Challenges and prospect

Anheier, Helmut, K( 2014)

Non -Profit Organizations : Theory, Managing Policy, London, Routledge

Lewis, David and Kanji (2009)

Non Governmental Organizations and Development , London, Routledge

**Course Code -PA:2105**

**Course title: Office Administration**

**Full Marks: 100 Credit Hours: 03**

## **Course description**

The course provides a study of major issues facing the manager of public employees. These include Theoretical issues of office administration and management; various issues office administration and organization and office management.

## **Course objectives**

The course is intended to introduce students with the:

- Theoretical issues of office administration and management;
- Various issues office administration and organization.
- The office management.

## **Course outcomes**

After the completion of the course students will be able to understand about the:

- Nature and functions of the office management;
- Various issues of office management from broader perspectives;
- Office rules and laws, communication systems both verbal and written; and
- Office communication , environment and record management etc,

## **Course Contents:**

**Office Administration :** Meaning, Nature, Scope and Importance.

**Office Organization and its elements:** Meaning, Principles and Types of Organization, Steps in organizational management, Elements of Organization: Organising, Directing, Controlling, Co-ordinating, Supervising and Delegation of Authority.

**The Office and its Functions:** Meaning, Importance and Functions, Modern office, Office size and Challenges of the future.

**Office Management :**Nature, principles and functions

**Office Manager:** Office Manager and its Functions, Administrative Office Management.

**Delegation of Authority and Departmentalization:** Power, authority, Elements and Principles of Delegation, Centralization and Decentralization, Departmentalization.

**Office Systems and routines:** Office System and its Importance and Procedure, Systems Integration, Flow of Work.

**Office Environment and accommodation:** Office Environment and its Importance, Different Physical Conditions of Office Environment, Office Lay Out, Locating Office Building, Factors Consideration, Office Space Planning and Office lay out.

**Office Machines and Equipment:** Objects of mechanization. Criteria for selection, Types of office machines.

**Office Communication:** Communications and its various Types, Methods, Communication Network, Communication procedures, Communication Barriers, Office correspondence.

**Office Supervision:** Working Supervisors, Duties and Responsibilities of Supervisor, Knowledge and skills of Supervisor, Elements of Securing effective Supervision, evaluating Supervisory Performance.

**Record Management and filing :** Principles and purposes of record management, filing and its methods, indexing.

**Forms, Design, Management and Control:** Office forms: principles and factors, forms management.

**Office Manuals and Office Audit:** Needs and types of office manuals, office manual preparation, audit of office operations.

### **Selected Readings**

- |  |   |
|--|---|
| Terry, G.R,<br>Denyer, J.C,                                      | Office Management and Control, Richard D.Irwin Inc<br>Office Management, The English Language Book Society,<br>Macdonald and Evans Ltd, London.                                 |
| Mills,G, Standingford,<br>Drucker, P.F,                          | Office Organization, Sir Issac Pitman and Sons Ltd.<br>Practice of Management, Mercury Books, Willium Heinemann<br>Ltd.   |
| Koontz,H, Donnell, C,<br>Anthony, R.N,<br>Neuner, J.W, Lewis, B, | Principles of Management, Mc Graw Hill Company.<br>Planning and Control Systems, Harvard Business School.<br>Modern Office Management, D.B Taraporevala Sons and Co<br>Pvt Ltd. |
| Allen, L.A,<br>Newman, W.N,                                      | Management and Organization, Mc Graw Hill Company Inc.<br>Administrative Action, Prentice –Hall Inc,  |

## **Second Year 2<sup>nd</sup> Semester**

**Course Code -PA:2201**

**Course title: Gender and Development**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

The course is designed to be an introduction to the field of gender and development. The course traces gender discourses in development with a special reference to administration through particular localities and theories (such as colonial and post-colonial histories) and at the same time places them in the context of contemporary cultural, social and political and administrative theories and practices. Equal attention is devoted to discourses on masculinity and femininity, and their relevance for development thinking and practice. A selection of mainstream and feminist gender discourse relevant for development is analyzed through their intersections with sexuality, class, race, ethnicity and religion.

### **Course objectives**

The course keens to provide knowledge to the students about the:

- Conceptual issues of gender from multi-dimensional perspectives;
- Challenges of gender discrimination and women's empowerment of both developed and developing countries; and
- Movement and role of international institutions regarding overcoming gender discrimination.

### **Course outcomes**

After the completion of the course, students will be able to:

- Identify the unique challenges faced by women in both developed and developing nations;
- Distinguished the multiple approaches to understand gender and development; and
- Assess the progress that society has made toward achieving development goals that specifically benefits women.

### **Course Contents:**

**Concepts and Definitions:** Women, Gender and sex ; From Women Studies to Gender Studies; Gender Discrimination, Gender Role Gender Needs and Gender Analysis. Gender Friendly Environment, Gender Division of Labor, Gender Disintegrated Data

**Theoretical Perspective:** From WID to WAD and GAD. Policy Approach for Women in Development- Critical Evaluation of WID, WAD and GAD

**Women in Religion:** Women in Islam, Hinduism, Christianity and Buddhism

**Feminism in Perspective:** Patriarchy, Liberal Feminism, Marxist Feminism, Socialist Feminism, Cultural Feminism, Eco-Feminism and Global Feminism

**Women's Empowerment:** Concept and Structure of Women's Empowerment, Types of Empowerment, Empowerment in Family society, Economy, Psychology and Administration- Level Model and Indicators of Women Empowerment

**Women and Violence:** Concepts of Aggression and Violence, Violence against Women as a Global and National Issue. Forms of Violence Against Women; Domestic Violence, Child Abuse, Women Abuse at Work, Acid Throwing, Dowry and Cruelty to women, Women Trafficking

**Women issues in Development:** Women and Poverty; Women and health. Women and Environment, Women and Technology, Women and Media, Women Enterprise and Management

**Women's Movement in International Perspective:** Women's Movement in Global Perspective, United Nation and Women's Movement; Introduction to International Charter, Convention & Declaration on Gender

**Women Status in Bangladesh:** Women in Rural and Urban Areas in Bangladesh. Women in National Policy and Planning in Bangladesh, Women in Bangladesh Constitution, Laws & Rights Related to Women in Bangladesh, Women in Administration, Politics and Local Government in Bangladesh. NGO's and Women in Bangladesh, Role of Women's Organization and Women Personalities in Bangladesh , Violence against Women.

### **Selected Readings:**

Naila Kabeer

Salma Khan

Raana Haider

Karl. M

Vickers J

Schaffer, T.

Fernando and Porter

Chowdhury, Rafiqul H.

Jahan, Rounaq

Carolin Moser

Rounaq Jahan

Dr. Sayeda Rowshan

Nilini visvanathan

Renhuma Shehavuddin

Khaleda Saladuddin

Ishrat Shamimi

Rehman Sobhan

Morsen, J.H,(2010),

Harcourt ,Wendy(ed),2016,

Reversed Realities Gender

Hierarchies in Development Though

The Fifty Percent

A perspective in Development Gender Focus

Women and Empowerment

Women and the World Economic Crisis

Profile of Women in Bangladesh

Balancing the Load

Female Status in Bangladesh

Women and Development

Gender Planning and Development

The Elusive Agenda: Mainstreaming Women in Development

Women Leader in Development

The Women, Gender and Development Reader

Empowering Rural Women: the Impact of Grammen Bank in Bangladesh

Towards Beijing and Beyond: Women

Shaping Policies in Areas of Concern

Policies and Planning in South Asia

Gender and Development , London, Routledge

The Handbook of Gender and Development , New York, Macmillan

Harcourt ,Wendy(ed ),

The Palgrave Handbook of Gender and  
Development

Kabeer, N(2001),

Reversed Realities : Gender Hierarchies in  
Development , London

## **Course Code -PA:2202**

**Course title: New Public Management**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

The course will provide both on theoretical, operative and critical aspects of the public sector management. It will also provide the fundamental required to understand modern public management, the theories, concepts and current ideas that underpin the relationships between the state, the private sector and the voluntary sector.

### **Course objectives**

The course aims to provide necessary knowledge to the students about the:

- Paradigm shift of management;
- Theoretical approaches of management from multidimensional perspectives; and
- Prospects and challenges of NPM of both developed and developing countries.

### **Course outcomes**

After the completion of the course students will be able to:

- Illustrate and interpret public values and public integrity in diverse public management contexts;
- Explain theories of public management and leadership and assess their relevance for practical challenges; and
- Identify challenges and opportunities in the changing nature of the public sector and its political context.

### **Course Contents**

**New Public Management:** Concept, Scope and Significance, The Five Rs of the New Public Management- Restructuring, Reengineering, Reinventing, Realigning, and Rethinking, New Public Management as Paradigm Metaphysical, Sociological and Artifact.

**The Study of Public Management,** The Traditional Model of Public Management, Basic Approaches in the Context of the 21st Century, Practical Relevance of Public Sector Management-Redistribution; the Efficiency Equity Trade-off, Welfare States Vs Welfare Societies, Public Administration Vs. Managerialism.

**Public Choice Theory, Games Theory and Laws of Common Resources**

**Strategic Management:** Strategy in the Public Sector, Strategy in the Private Sector, Strategic Planning Models, Techniques of New Public Management Privatization and Deregulation, Contracting Out, Decentralization, Merit Pay, Partnerships, Management by Results, Customer Orientation and Satisfaction.

**Performance Management:** Context and Technique in Measuring Performance; Balance Score Card.

**Total Quality Management:** Concept of Total Quality Management, Features of Japanese Quality Management, Benefits of Total Quality Management, Essential Requirements for Planning and Implementing Total Quality Management.

**Public Sector Reform:** Problematical Nature of Public Sector, Management Reform; Choice, Competition, Consumers and Markets, Standards Quality, Stakeholders and Motivation, Transparency and Accountability, Public Private Partnership: types, methods and financing.

**Contractualism in the Public Sector:** The Basic Approach to Long Term and Short Term Contracting, Contracting Out and the CEOs, The Relevance and Contractualism in Public Governance.

**Future of Public Sector Management:** Values and the Future, Public Sector Management Ethics, Buyers and Sellers in New Public Sector Markets.

**New Public Management in Developing Countries:** Problems and Potentials.

### **Selected Readings:**

Sandra Nutley and Stephan P. Osborne.

The Public Management Handbook, Longman, 1994.

Owen E. Hughes.

Public Management and Administration

Norman Flynn.

Public Sector Management: An Introduction, Palgrave Macmillan, 2003.

Kester Issaac-Henry et. al.

Management in the Public Sector: Challenge and Change, Barnes and Noble, 1996.

Jan-Erik Lane.

New Public Management, Routledge, 2000.

Jan-Erik Lane et al.

Public Sector Reform: Rationale, Trends and Problems, Barnes and Noble, 1998.

Jan-Erik Lane.

The Public Sector: Concepts, Models and Approaches, Sage Publication, 2000.

Jan-Erik Lane.

Public Administration and Management: The Principal-Agent Perspective, Routledge, 2005.

Christopher Pollitt and G Bouckaert(2011)

Public Management Reform: A Contemporary Analysis

T Christensen, P Lægreid, KA Røvik - 2007 ,

Transcending new Public Management

**Course Code --PA: 2203**

**Course title: Urban Governance in Bangladesh**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

The course aims to provide a comprehensive knowledge about the urban administration and governance with the reference of Bangladesh. An examination of the formulation and administration of policies by urban governments. The course will examine the historical and intergovernmental contexts for decision-making by urban governments, the governmental forms and political processes employed in making these decisions, and the various urban problems and service delivery which require decisions in the contemporary cities of Bangladesh.

### **Course objectives**

The specific objectives of the course are:

- enhancing students' understanding and knowledge about various aspects of urban administration in Bangladesh;
- enriching students' knowledge about the policy and decision-making process of urban administration; and
- Providing in-depth knowledge to the students' about challenges of urban administration and how to overcome challenges.

### **Course outcomes**

After the completion of the course, students are expected to:

- identify the institutions involved in urban administration and also they will have better understanding as to how the urban administration works and its linkage and relationship with the other levels of government and administration;
- learn the theoretical aspects of urban administration from a broader perspectives; and
- critically analyze the prospects and challenges of urban administration in Bangladesh.

## **Course Contents**

**Definition of Urbanization:** Growth and Development of Urbanization in Developed and Developing Countries, Urban Growth and Economic Development, Evolution of urban administration in this Subcontinent.

**Rural Urban Migration and the problems of Rapid Urbanization.**

**Approaches to the Study of Urban Affairs:** Political, Administrative, Sociological, and Economic.

**Urban Administration and Organization in Bangladesh:** Typology, Forms, Functions and Management like City Corporation & Pourasava

**Urban Personnel Administration:** Recruitment, Selection, Training, service condition , disciplinary leave, retirement.

**Major Determinants in Urban Governance:** Planning and Implementation Mechanism, Finance and Budgeting, Control and Coordination, Participation and Integration, Accountability and Responsibility, Local Leadership and Policy Setting, and the Implications of them in Governance and Civic Life.

**Local Government Finances:** Urban Resource Allocation & Mobilization Process and Financial Management: Fiscal Measures and Budgetary Control, Pattern of Revenue and Expenditure, Accounts, Auditing and Accountability

**Urban Local Level and Land use Planning:** Working of Planning System and Management: and Role of Urban Development Agencies like RAJUK, CDA, RDA, KDA

**Urban Public Utility Services:** Involved Organizations and their Functions like WASA, DPHE etc.

**Metropolitan Government and its implication for Bangladesh:**

**Smart city, Mega City: Governance of Dhaka**

**Major issues and problems of Urban Governance**

### **Selected Readings**

- Golam Rahman. Town Planning and Political Culture of planning in Bangladesh, AHDPH, 2008.
- M. Pratap Rao. Urban Planning: Theory and Practice. CBSPD, 2001.
- Kamal Siddiqui et al. Overcoming the Governance Crisis in Dhaka City, UPL, 2000
- Mohammad Mohabbat Khan: Local Governance ,Public Administration and Public Governance, Volume 2,AHDP,2016
- Mohammad Mohabbat Khan: Decentralization in Bangladesh : Myth or Reality,AHDP,2009
- Md Taibur Rahman :Urban Governance and Informal Growth Regulation in Dhaka, AHDP,2013
- Kamrul Hasan Sohag : Urbanization and Governance, AHDP,2013
- Bishawjit Mallick : Local Government: Local Peoples Institutions, AHDP,2004
- Christine Elezadzadeh (2016) Smart City
- Andre Sorensen et at (2011), Megacities : Urban form, Governance and Sustainabilities

**Course Code -PA:2204**

**Course title: Rural Development in Bangladesh**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

The aim of this course is to provide the students with a solid grounding in contemporary ideas in rural development, with an emphasis on the political economy of agrarian change and rural development practice. It will use practical examples to illustrate the range of challenges facing rural areas of Bangladesh.

## **Course objectives**

The objectives of the course are:

- To equip students with required conceptual knowledge about rural development;
- To make the students able to serve the current needs of the society; and
- To enable students to translate theoretical knowledge into actual practice in analyzing the specific issues related to rural socio-political and economic aspects.

## **Course outcomes**

On completion of the course, students will be able to:

- Interpret and reinterpret various theories of rural development ranging from developed and developing countries;
- Learn knowledge about the critical issues of rural development in Bangladesh; and
- Familiar with the administration of rural development.

## **Course Contents**

Definition, Scope, Importance of Rural Development in Bangladesh

Approaches & Strategies of Rural Development

Village Profile of Bangladesh, Rural Power Structure, Cultural Changes in Rural Life

Pioneers of Rural Development i.e, Guru Sahayh Datta, Rabindra Nath Tagore, Shere-e-Bangla A K. Fazlul Haq, H.S.M. Ishaq, TIM Noorunnabi Chowdhury etc.

Rural Development Programs throughout History such as V-AID, IRDP, Rural Development under Basic Democracy, Problems & Solutions.

Different Models of Rural Development: Comilla Model, IRDP\ BRDB, NGO, etc.,.

Rural Development Programs during Post liberation Bangladesh, 1971 to till today.

BRDB : Emergence, Structures, Roles & Functions

Cooperatives: Origin, principles of Cooperative, Types & Controlling Authority, Role of Cooperatives in Rural Development, Problems in Cooperative Sector of Bangladesh & Remedies'

Research in Rural Development, Rural Development Research Agencies Like BARD, RDA, Their Functions & Facilities etc.,. Present Experiments of BARD & RDA.

NGO's in Rural Development, Reasons for Emergence of NGO's in Rural Reality.

Participation of Rural Women in Various Development Programs –Field Experience.

Rural Development Financing, Issues & Problems

## **Selected Readings**

- Md Abdul Quddus, Edt Rural Development in Bangladesh: Strategies and Experiences.
- A. T. M. Rahman Basic Democracy at The Grass Roots.
- Norman Long Introduction to The Sociology of Rural Development.
- Peter J. Betrocci Muslim Community in Rural Bangladesh.
- Harry W. Blair The Elusiveness of Equality, Institutional Approach to Rural Development in Bangladesh.
- Arther Raper Rural Development in Action: Comprehensive Experiment at Comilla
- M. Nurul Huq Pioneers of Rural Development in Bangladesh: Their Programs and Writing.
- Najmul Abedin Local Administration and Policies in Modernizing Societies of Bangladesh and Pakistan
- Wahidul Haque, et. al. Towards Theory of Rural Development.
- Rahman, Md. Makhluqur Development Administration and People's Participation in Bangladesh.
- The Works of Akhter Hamid Khan Vol. II, Comilla, BARD, 1983.
- Singh , Kater (2009) Rural Development : Principles ,Policies and Management , New Delhi, Sage
- .

**Course Code -PA:2205**

**Course title: Political Economy in Bangladesh**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

The course is an introduction to political economy in Bangladesh, the study of how and why economic policies are formed and how international economy influences domestic policies. The approach of the course is a mix of history and current events.

### **Course objectives**

The specific objectives of the course are:

- To provide inclusive knowledge to the students about the historical development of economic thoughts;
- To clarify basic issues of political economy of Bangladesh; and
- To provide an in-depth knowledge to the students about the development and planning process of Bangladesh.

### **Course description**

The course is an introduction to political economy in Bangladesh, the study of how and why economic policies are formed and how international economy influences domestic policies. The approach of the course is a mix of history and current events.

### **Course objectives**

The specific objectives of the course are:

- To provide inclusive knowledge to the students about the historical development of economic thoughts;
- To clarify basic issues of political economy of Bangladesh; and
- To provide an in-depth knowledge to the students about the development and planning process of Bangladesh.

### **Course Contents:**

**Political Economy:** Concept, Nature, Scope and the Subject Matter of Political Economy.

**State and Economy:** Political Economy as Branch of Knowledge, Its Importance in Bangladesh, historical development of political economy, Market economy and globalization.

**Historical Development of Economic Thought:** Ancient Economic and Political thought, Pre-classical thought, The Physiocrats, Smith, Mercantilism;

**Economic Planning:** Objectives of Economic Planning, Hindrances, and the Five Year Plans of Bangladesh

**Agriculture in Bangladesh:** Agricultural Policy, Land Tenure System and Reforms in Bangladesh

**Population and Employment:** Unemployment and Full Employment, Employment Situation in Bangladesh, Industrial Disputes and Trade Unions

**Poverty Alleviation and Development:** Present scenario of Poverty, Goals and strategy included in the 7<sup>th</sup> Five Year Plan, PRSP

**State and Industry:** Industrial Policy, Causes of Industrial Backwardness in Bangladesh, Steps Taken by the Government for Industrial Development, Nationalization of Industry, Rural Industrialization.

**Public Finance:** Public and Private finance, Theory of Maximum Social Advantage, Criticism of maximum Social Advantage, Role of Public Finance in a developing economy.

**Public Revenue:** Sources of revenue, Taxes, classification of taxes, Cannons of taxation, Characteristics of good tax system, Tax policy for developing countries, Taxable capacity.

**Public Expenditure:** Various Kinds, Causes of Increasing Public Expenditure, Aims of Public Expenditure, Effects of Public Expenditure on Production, Distribution and Employment

## Issues and challenges of Economic governance

### Selected Readings:

Dalton

K.K.Dewett

A.Lewis

Mahfuzul Huq

Aziaur Rahman Khan:

A.M.A Rahim

Rehman Sobhan

Rehman Sobhan & Muzaffar Ahmed:

Mohammad Ruhul Amin

এম শামসুর রহমান ও মোহাম্মদ জুলফিকার হোসেন

Principles of Public Finance.

Modern Economic Theory

Principles of Economic Planning.

The Strategy of Economic Planning.

The Economy of Bangladesh.

Current issues of Bangladesh Economy.

The Crisis of External Dependence.

Public Enterprise in an Intermediate Regime.

Bangladesh Revisited

রাজনৈতিক অর্থনীতি: তাত্ত্বিক ও বাংলাদেশ প্রসঙ্গ

## Third Year 1<sup>st</sup> Semester

**Course Code-PA:3101**

**Course title: Security Governance**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

The course provides an overview of security governance in general and Bangladesh in particular.

The course is designed with the various issues of police administration in Bangladesh and their application.

### **Course objectives**

The course is designed with the objectives of:

- Providing detail knowledge to the students about the security administration and governance;

- Giving in-depth knowledge to the students about the police administration in Bangladesh; and
- Providing the importance of security administration to the students about the significance of security governance for sustainable development.

### **Course outcomes**

After the successful completion of the course, students are expected to understand:

- The importance of security governance and administration of the 21<sup>st</sup> century and its relation to the sustainable development of Bangladesh;
- The overall security system of Bangladesh and functions of various law and order agencies; and
- The overview of law and order situation of Bangladesh from both theoretical and practical perspectives.

### **Course Contents:**

**Security Administration:** Meaning, Nature, Scope and Importance, Human security, Inland security, Agency, BGB, Ansar, Military .

**Police Administration:** Meaning: Distinct, Nature of Police Administration, Importance, Development of Policing: Traditional, Professional and Community Oriented Model; Context of Policing: Social, Legal and Political; Challenges of Policing in a Democratic Society.

**Historical Background of Police Administration in Bangladesh:** British (1757-1947), Pakistan (1947-1971), Bangladesh (1971-to date).

**Legal and Policy Framework:** Police Act 1861, Code of Criminal Procedure 1898 and Amendments, National Crime Prevention and Community Safety Strategy.

**Role of Police Administration in Bangladesh:** Mission; Vision; Organizational Structure, Functions, Role of Police in Urban Services and Good Governance, Police Professionalism and Ethical Code of conducts, Values, Development in Police Administration, Accountability and Transparency Mechanism., Role of Police Administration Peace, Security Safety, Crime Investigation and Development (national and international level)

**Personnel Management in Police Administration:** Recruitment, Training, Promotion and Performance Evaluation.

**Community Policing in Bangladesh:** Concepts, Difference between Traditional and Community Policing, Objectives, Steps to Implement Community Policing, SARA model of Problem Solving Policing, Bangladesh Strategic Partnership in Implementation of Community Policing, Monitoring and Evaluation.

**Role of Bangladesh BGB Ansar VDP:** Historical Background of BGB, Role of BGB as Security Force in Bangladesh. Challenges of BGB. Role of Ansar VDP in Security and Peace Keeping in Bangladesh. Challenges of Ansar VDP in Bangladesh.

**Military Administration :** Problems and Prospects

**Comparative Analysis:** Bangladesh, India, Sweden, Norway, USA.

### **Selected Readings**

- |                               |  |
|-------------------------------|--|
| Thomas, Davis J (2011)        | Professionalism in Policing: An Introduction, First Edition, Delmar, NY, USA.                  |
| Wong, C Kam (2012)            | Police Reform in China, CRC Press.   |
| Abedin, Qazi Zainul (2003).   | <i>Policer Katha</i> (Bengali), Mowla Brothers, Dhaka, Bangladesh.                             |
| Bailey, David H. (1988).      | <i>Police and Political Development in India</i> , New York.                                   |
| Bayley, David H. (1994).      | <i>Police for the Future</i> . Oxford University Press, New York.                              |
| Bunyard, R. S. (1978).        | <i>Police: Organisation and Command</i> , Macdonald and Evans Ltd., Great Britain.             |
| Bunyard, R. S. (1979).        | <i>Police Management Handbook</i> , McGraw-Hill Book Company (UK) Limited.                     |
| Chowdhury, Ahmed Amin (2006). | <i>Bangladesh Police: Uttarardhicar O Babostapona</i> (Bengali), Shamabesh, Dhaka, Bangladesh. |
| Kibria, A. B. M. G. (1976).   | <i>Police Administration in Bangladesh</i> , Khoshroz Kitab Mahal, Dhaka, Bangladesh.          |

**Course Code -PA:3102**

**Course title: Human Resources Management (HRM)**

**Full Marks: 100 Credit Hours: 03**

#### **Course description**

This is an introductory course that examines the importance of managing a firm's most valuable assets, its people. The human resource provides major 21st century skills, knowledge, understanding of human resource functions in private and public sector organizational settings. These functions include human resource planning, recruitment, selection, placement and orientation of employees, training and career development, labour relations, management of performance appraisal, compensation and benefit programmes, development of personnel policies and procedures.

#### **Course objectives**

- The purpose of this course is to prepare students for management of people at work.
- To provide students with clear thinking and understanding of how to plan, recruit, train, develop, appraise, compensate, retain and lead human resources in organizations for better performance.

#### **Course outcomes**

After studying the course students will be able to:

- Understand the core functions and concepts of HRM.
- Differentiate between Personnel Management and Human Resource Management.
- Comprehend basic models and approaches in the field.

- Gain insight of application of HRM techniques to enhance performance of people in organizations.
- Apply the learned concepts to improve work place relations and overall organizational performance.

## **Course Contents:**

**Human Resource Management:** Nature, Scope, Importance of HRM, HRM Evolution and its Approaches, Global and Strategic Human Resource Management.

**Human Resource Policy:** Types, Objectives, Principles and Sources of Human Resource Policy, Personnel Manager and his role of HRM.

**Human Resource Planning and Development:** Concepts, Methods and Process of Human Resource Planning, Strategic Human Resource Planning Process and its Environment.

**Staffing:** Recruitment and its various Sources, Selection Process.

**Training and Development:** Importance in Development Perspectives, Types/ Methods and Steps of Training Program, Training Evaluation, Training Need Assessment, Training Effectiveness

**Job Analysis:** Job Description and Job Specification Purpose, Process and Methods of Job Analysis.

**Job Evaluation:** Principles, Elements, Stages and Methods of Job Evaluation.

Performance Appraisal: Conceptual Issues, Process and Methods of Performance Appraisal.

**Employee Remuneration:** Monetary and Non-monetary Compensation, Importance of Compensation, Factors affecting Compensation, Principle of Compensation Structure.

Career Management

## **Grievance Procedure**

### **Selected Readings**

- |  |   |
|--|---|
| Arora,S.P,(2009)                             | Office Organization and Management , Delhi                                    |
| Basu, C.R,(2000)                             | Business organization and Management, ,Tata McGraw Hill Pub, India            |
| E.B.Geister,(1967)                           | <i>Manpower Planning, An Emerging Staff Function</i> ( New York).             |
| Flippo, Edward, B, (1976)                    | Principles of Personnel Management, Mcgraw Hill, Tokyo.Management study guide |
| Hossain, M.Z(2015)                           | Human Resource Management, A H Development Publishing House, Dhaka.           |
| Huq, Syed Azadul, (1981)                     | Personnel Management.   |
| Job Evaluation,                              | A practical Guide for Managers, London, 1970                                  |
| Klingner, D.E,                               | Public Personnel Management.  |
| Robert I, Mathis and John H. Jackson, (2003) | Human Resource Management.  |
| Stone, R. J. (2006),                         | Human Resource Management.  |
| Mathis, R.I, and Jackson, J.H, (2003)        | Human Resource Management.  |

**Course Code -PA: 3103**

**Course title: Environment and Disaster Management in Bangladesh**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

The course is intended for undergraduate students with a focus on environmental policy, including its formulation and administration in the context of Bangladesh. The course includes major national environmental legislation and their implementation, as well as highlighted state, local and international level environmental policies and issues.

### **Course objectives**

On completing the course, students will be able:

- To understand environment issues over community and society;
- To understand the processes involved in environmental management;
- To learn the basic concepts of environmental audit, risk management; and
- Environment Management System

### **Course outcomes**

By the end of this course, students should have a good understanding of:

- The big picture of challenges facing environmental management and sustainability, and ways of seeing these challenges;
- The main aspects of environmental governance and management How to improve environmental outcomes, including through behaviour change; and
- Students become familiar with how competing values, philosophies and interests shape environmental policies and their administration; become familiar with a range of current environmental problems and public policy approaches; improve their research, writing and presentation skills

### **Course Contents:**

**Environment and Development:** Meaning Components, Importance of Environment

**Sustainable Development:** Evolution of Environmentalism, Emergence, Meaning and Features of Sustainable Development.

**Ecology:** Meaning, Types, Components

**Policy Instruments for Pollution Control:** Environmental Issues in Bangladesh and their Solutions

**Environmental Threat:** Climate Change, Food security.

**Environmental Laws and Management in Bangladesh:** Policies, Plan and Programs of Government of Environment and Governmental Institutions on Environment

**NGOs on Environment:** Structure, Functions and Role of Environmental NGOs.

**International and Regional Environmental Organization:** Role of Different International and Regional Environmental Organizations (UN, World Bank, SAARC, SACEP, ASEAN and so on)

**Environmental Conferences:** Stockholm Conference 1972, Rio Conference 1992 and Johannesburg Conference

**Disaster Management Concept:** Natural Hazards, Human induced Hazards , Industrial Hazards, Distinction between Hazard and Disaster, Hazard Disaster , Hazard Vulnerability.

**Fundamental of Disaster Management:** General principles of Management, Conceptual Framework of Disaster Management, Basic Concepts of Preparedness , Rescue, Relief, Rehabilitation and Reconstruction, Inclusive approach to Disaster Management.

**Community Based Approaches to disaster Management**

### **Selected Readings**

Ainun Nishat and Mahfuz Ullah	Bangladesh Environment Outlook 2001
Atiq Rahman (ed)	Environment and Poverty
Atiq Rahman and Ashraf ali	Peoples Report on Bangladesh Environment.
Atiq Rahman and Saleemul Haq (ed)	Environment and Development in Bangladesh, Vol. 1 and 11.
Golam Monwar Kamal	Environment Bibliography of Bangladesh
Mahfuz Ullah	Environment Politics in Bangladesh
Mohammad Jashim Uddin	Towards Rural Development and Environmental Conservation in Bangladesh
Philip Gain	Bangladesh Environment: Facing the 21 <sup>st</sup> Century
Quamrul Islam Chowdhury	Bangladesh State of Environment Report 2000
Syed Abdus Sattar	Introduction to Environmental Laws in Bangladesh.
Hossain, M.Zulfiqar,	Disaster Management Practices in Bangladesh, A H Publishing House, Dhaka, Bangladesh

### **Course Code & Title**

**PA:3104: Comparative Local Government (U.K, U.S.A, France and India)**

**Full Marks: 100 Credit Hours: 03**

### **Course Contents:**

Introduction to the Theory of Local Government: Theories of Local Government, The rationale for comparative Perspective.

Local government in United Kingdom (UK): Origin of Local Government, Constitution, The Administrative County, Administration of London, Electoral System, Committee System, Public Utility, Local Finance. Problems and issues of Local Government

Local Government in France: Origin of Local Government, Local Government, The Council General, The tutelage, The Administrative Courts, The Administration of Paris, Local Finance. Problems and Issues of Local Government

Local government in United States of America (USA): Origin of Local Government, Local Government, The County Administration, Municipal Government, Metropolitan Areas and their Reformatations, Local Finance, Problems and Issues of Local Government

Local Government in India: A Short History of Local Self-government, Panchayeti Raj, Community Development an Panchayeti Raj, Village Court, Corporations, Municipalities, Local finance, Problems and Issues of Local Government.

### **Selected Readings:**

The Hague:	International Union of Local Authorities.
Marshall, A. H.	Local Government Finance.
Nigam, S. R.	Local Government (England, France, U. S.A, U.S.S.R & India)
Rahman, Md. Moksudur.	Politics & Development of Rural Local Self Government in Bangladesh
Shah, Anwar (edt.).	Local Governance in Industrial Countries,
Shah, Anwar (edt.)	Local Governance in Developing Countries
Siddiqui, Kamal (edt)	Local Government in South Asia: A Comparative Study.
Siddiqui, Kamal (edt)	Local Government in Bangladesh

**Course Code-PA: 3105**

**Course title: Governance and Development**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

This course provides students with a theoretically informed understanding of debates on governance with a reference to globalization and helps them develop a critical mind to enhance

their capacity to develop and implement policies in public, private or development organizations.

This course recognizes that governance issues do not come neatly packaged into specialist areas. There is a need for cross-cutting learning which will help students identify governance issues in whatever country context they arise and respond to them appropriately whether the vehicle is a project, policy or a program.

### **Course objectives**

- This course aims to equip students with a set of approaches and tools that will help them in assessing a country's governance environment and in developing and implementing appropriate interventions.

- The course will introduce students' the relations among governance, good governance and sustainable development; and
- The course intends to familiarize students' with the key challenges governance and how to overcome challenges with special reference to Bangladesh.

### **Course outcomes**

After the completion of the course, students will be able to understand:

- The various models of governance from critical point of view;
- The various issues of governance such as decentralization, administrative reform, NPM, people's participation, women's empowerment etc.; and
- The major challenges of governance and good governance of Bangladesh.

### **Course Contents:**

**Introduction to Governance:** Evolution, Meaning, Concepts, Linkage with Development, Versions of governance, Key Stakeholders.

**Theoretical Aspects of Governance:** Measuring Governance, Theories, Models/ Approaches/ Five Propositions.

**Administrative Decentralization:** Administrative Reform, People's Participation, Partnership, Women's Empowerment

**Good Governance:** Features/Indicators, Good Governance-The Case of Bangladesh E-governance, Good Enough Governance.

**Good Governance, Efficiency, Transparency:** Parliamentary Control and Accountability, Reforms, Corruption and Measure for Combating Corruption; Civil Service Reforms, Police Reforms, and the Judicial System, Human Rights for Good Governance and Sustainable Development.

**Major Typology of Governance:** Corporate Governance, NGO Governance, Global Governance, Local Governance (Governance and Citizen), Community Governance.

**Governance and Service Delivery Institutions:** (Health, Education, Police), Revenue Management and Collection Agencies.

**Key Governance Institutions:** Parliament, Judiciary and Bureaucracy.

**Major Governance Actors:** Civil Society, NGOs, Donors.

**Critical Issues of Governance:** Urban Governance, PRSP and Governance, Governance Quality, Governance Failures, Gender and Governance

### **Globalization**

### **The Politics of Good Governance**

### **Selected Readings**

Turner M., and Hulme D.

Smith B.C

Smith, B. C

Siddiquee, N.A

Richards D. and Smith M.

Peters B.G.

Hye, H.A

Governance, Administration and Development

Making the State Work.

Bureaucracy and Political Power.

Decentralization: The Territorial Dimension of The State.

Decentralization and Development: Theory and Practice in Bangladesh.

Governance and Public Policy.

The Future of Governing.

Governance: South Asian Perspectives.

## **Third Year 2<sup>nd</sup> Semester**

Course Code -PA:3201

## **Course title: E-governance and ICT**

**Full Marks: 100    Credit Hours: 03**

### **Course description**

The course introduces the technology of e-government with an in-depth examination of current government development and management challenges in the delivery of services and information.

### **Course objectives**

The specific objectives of the course are:

- To introduce students with the current e-government challenges and trends;
- To familiarize students the merits and demerits of digital divides; and
- To introduce students the significance of communication for development.

### **Course outcomes**

Upon completion the course, students will be able to:

- Understand the significances of e-governance and its implications;
- Critically analyze the various theories of e-governance; and
- Know the contemporary challenges of e-governance and the measures to overcome the challenges from the perspectives of Bangladesh.

### **Course Contents:**

**Concept of E-governance:** Concept and Nature of E-governance, E-Governance in Public Administration, E-governance and development, E-governance and Communication, M-government, NPN

**Basic E-governance:** ICT, Connected and Network Government, Internet and Websites, Digital Divide, Online operation, Cyber law, Portal design, Application of software in public sector communication, e-procurement and e-tendering.

**Stages of e-governance :** Use of Information and Communication Technology.

**E-Government Experience in Developed and Developing Countries:** Australia, New Zealand EU Countries, Africa, Singapore, USA, India, Estonia.

**E-governance in Public Sector:** Issues of Combating Corruption, Ensuring Transparency and Economic Development.

**E-governance in Public Sector of Bangladesh:** Experiences, Challenges and Prospects, Role of SICT project and different NGOs.

**Communication and Development,** Multilevel Communication and Social Development.

**Politics and Policies for e-governance.**

## **Information and Communication Technology**

**Fundamentals of information and communication technology:** Introduction to Management Information Systems, Role of MIS in Organizations, Control and Ethics of MIS.

**Fundamentals of Computer:** Introduction to Computer: History of computer, Basic Elements and organization, Types and scopes of computer, Data Representation: Different number system basics, Input Device , Output Devices , Storage Devices Introduction to Computer Systems, Computer Hardware and Software.

**Information Technology Infrastructure:** Telecommunications, Computer Networks, Internet, World Wide Web.

**Management Information Systems :Bangladesh Perspective:** Present Scenario of MIS in Bangladesh, Opportunities and Challenges

### **Selected Readings:**

- |   |   |
|---|---|
| J. H. Erik Andriessen.<br>(ICT) in Organizations,<br>G. David Garson. | The Introduction of information and communication technology<br>European Journal of Work and Organization Pshchology, 1996.<br>Information technology and computer applications in public<br>administration, Idea Group Publishing, 1999. |
| Maria A. Wimmer.  | Knowledge management in electronic government: 4th IFIP<br>international Working Conference, Springer, 2003.  |
| Viktor Mayer-Schön.   | Governance and information technology: from electronic government<br>to Information Government, Massachusetts Institute of Technology,<br>2007.   |

**Course Code – PA:3202**

**Course title: Financial Administration in Bangladesh**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

This course aims to explain and analyze the financial issues of Bangladesh such as fiscal policy, Monetary policy, taxation, budgeting etc. the course also aims to discuss the roles and functions of international and national financial institutions.

## **Course objectives**

The particular objectives of the course are:

- To introduce students about the financial issues of the state;
- To introduce students with the various financial institutions and their functions; and
- To explain students about the major challenges of financial administration and its remedies.

## **Course outcomes**

After the successful completion of the course, students are expected:

- To develop a framework for evaluating the financing and investment decisions made in the management;
- To make critical analysis of such strategic decisions; and
- To improve their critical thinking and problem solving skills.

## **Course Contents**

**Public Finance:** Meaning, Nature, Scope, and Functions, Importance and Limitations, Relationship between Politics and Public Finance.

### **Principle of Maximum Social Advantages**

**Fiscal Policy:** Meaning and Scope, Instruments, The Role of Fiscal Policy in Controlling Inflation and Deflation, Fiscal Policy in a Developing Economy, Fiscal Policy Administration.

**Monetary Policy:** Meaning and scope, Instruments of monetary Policies and Related Issues.

**Revenue and Taxation:** Public revenue, Types of Taxation, Tax Principles, Characteristics of a Good Tax System, Tax Burden, Tax shifting, Impact and incidence of tax, Effect on Tax of Income, Wealth, saving, production, distribution and Consumption,

**Public Financial Management Cycle:** Budget, Expenditure, Accounting and Audit; Public Financial Management in Bangladesh.

**Public Expenditure:** Public Expenditure its Types and Principle. Effect of Public Expenditure. and Economic Development.

**Budgeting:** Functions and Roles of Budget, Different Types of Budget, Budgetary Principles and Procedure, Budget Structure, Deficit Financing and Debt Management, Politics of Budgeting.

**Major Financial Monitoring Institutions:** Legislature, Public Accounts Committees, Parliamentary Committees. ii) CAG, Ministry of Finance and Planning, Bangladesh Bank, ECNEC, NEC.

**International Financial Agencies:** The World Bank, IMF, IDA, ADB, UNDP, IDB

## **Selected Readings**

Bhagwati, J. and Echaijus, R. S., ed.  
Baran P.

Foreign Aid.  
Dissent on Development.

Baran, P.	The Political Economy of Growth, 1973.
Benstein, H., (edt).	Underdevelopment and Development, 1973.
Bookfield, H.	Interdependent Development.
Makenzie, R. B.,	Modern Political Economy.
Lewis, W. A.	Development Planning.
Islam, N.	Development Planning in Bangladesh.
Faaiaand, J. and Parkinson	Bangladesh: A Test Case of Development.
Khan, A. R.	The Economy of Bangladesh.
Patwari, S. U.	Financial Administration in Bangladesh.
Alamgir, M. K.	Development Strategy of Bangladesh.

### **Course Code-PA: 3203**

### **Course title: Administrative Law in Bangladesh**

**Full Marks: 100 Credit Hours: 03**

#### **Course description**

Areas covered will include the constitutional and institutional framework of administrative law, rule-making, judicial review (standing, grounds of review, remedies and so on) and non-judicial review. The emphasis will be on theories and concepts rather than on the detail of the law of the various jurisdictions.

#### **Course objectives**

The specific objectives of the course are:

- To introduce students about the constitution of Bangladesh;
- To introduce students about the functions of state organs; and
- To introduce students with the various theories of administrative law.

#### **Course outcomes**

Upon the completion of the course, students will able to;

- Know the constitutional and administrative laws of Bangladesh;
- Learn the constitutional framework of various constitutional bodies of Bangladesh; and
- Know the functions of state organs from critical point of view.

#### **Course Contents:**

**Introduction to Administrative Law:** Definition, Scope, Importance, Reasons for the Growth and Development, Constitutional Law and Administrative Law

**Bangladesh Constitution:** Administrative Law-background, Fundamental principles, Fundamental Rights.

**Constitutional Framework of Public Administration:**Administrative Tribunal, Ombudsman, Public Service Commission, Comptroller & Auditor General.

**Basic constitutional Principles:**

**Rule of Law** : Meaning, Dicy's Theory of Rules of Law, Rule of Law in True and Modern sense, Rule of Law in Bangladesh-Theory and Practice;  
Separation of Power – Doctrine of Separation of Power, Practical Effect and Criticism of Separation of Power; Anatomy of Administrative Actions – Legislative, Executive and judicial functions – General Distinction

**Control of Administrative Power:** a. Legislative or Parliamentary Control – Legislative Procedure, Legislative institutions, Ombudsman, Ombudsman Act in Bangladesh 1980, Ombudsman in Scandinavian countries and in Britain; b. Executive Control – Role of Chief Executive & Methods of Executive control; c. Judicial Control – Judicial Review in USA, UK, and Bangladesh, Procedural, Writs and Other Control

- The Administrative Tribunals Act 1980
- The Rules of Business and The Allocation of Business 1996.
- The Secretarial Instructions 2008.
- The Government Servants (Special Provisions) Ordinance, 1979.
- The Government Servants Conduct Rules 1979.
- The Government Servants Discipline (Punctual & Attendance) Ordinance, 1982 & The Public Servants (Dismissal on Conviction) Ordinance, 1985.
- Warrant of Precedence.

### **Selected Readings**

Rules, Laws and Constitutions , Satish Saverawal & Heiko Sievers

**Administrative Law : CK Thakker**

**Development of Administrative Law in Bangladesh :Outcome and Prospects : Dr. S M Hassan Talukder**

The Allocation of Business 1975 (Revised upto April, 1992)

**The Rules of Business** 1975 (Revised upto March, 1996)

The Secretarial Instructions 2008

**Warrant of Precedence, 1986**

সাংবিধানিক আইনের মূলনীতি - আ. ফ. ম. মহসিন।

সংবিধান ও সাংবিধানিক আইন ও রাজনীতি : বাংলাদেশ প্রসঙ্গ- মোঃ আবদুল হালিম।

প্রশাসনিক আইনের ভাষ্য: গাজী শামসুর রহমান, বাংলা একাডেমী

**Course Code-PA: 3204**

**Course title: Introduction to Statistics**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

This course enables students to develop an intuitive and practical understanding of statistical techniques to understand, evaluate, generate, and present data and information. The course will

review the following key elements of statistics: descriptive statistics, exploratory data analysis, probability theory, statistical inference, hypothesis testing, and regression analysis.

### **Course objectives**

The main objectives of the course are to enhance student's competency in application of statistics to solve administrative problems and to improve their level of quantitative sophistication for further advanced social analysis.

The specific objectives of the course are to provide students knowledge:

- About the basic methods of statistics
- About the various methods of data collection and data analysis; and
- About the significance of statistics in public administration research.

### **Course outcomes**

After the successful completion of the course, students will able to:

- Understand the basic methods and techniques of statistics;
- Understand how to collect data and analysis data using various techniques; and
- Know the significance of statistics in the study of public administration research.

### **Course Contents:**

Statistics in Social Research

Meaning and Scope of Statistics, Nature of Statistical Data, Statistical Methods for Data Collection and Checking, Presentation of Tables, Graphs and Diagrams, Frequency, Distribution, Use of Statistics in Public Administration.

Measurement of Central Tendency (Mean, Media and Mode)

Measures of variations: Mean Deviation, Standard Deviation, Coefficient of Variations

Probability Distribution

Test of Hypothesis

### **Selected Readings**

Mian Ali M. & Miyan, Alimullah M. (1984),

Aminuzzaman Salahuddin M. (1991)

A. J. M. Sufian.

S. P. Gupta and M. P. Gupta.

Richard I. Levin and David S. Rubin.

An Introduction to Statistics, 4Th edition,  
Dhaka: Ideal Library

Introduction to Social Research, Dhaka:  
Bangladesh Publishers

Methods and Techniques of Social Research,  
UPL, 2005.

Business Statistics, Sultan Chand and Sons,  
1999.

Statistics for Management, Prentice Hall,  
2007.

**Course Code - PA:3205**

**Course title: Social Research Methodology**

**Full Marks: 100 Credit Hours: 03**

**Course description**

This is an introductory course for students to learn about the qualitative and quantitative research methods in social science. The course focuses on the conceptual issues and theoretical debates in social science research. It also discusses the different qualitative methods such as interviews, case studies, observations and FGD.

**Course objectives**

The course aims to provide students about:

- The fundamental knowledge about qualitative and quantitative research;
- The various methods of social research and their weaknesses and strengths; and
- How to write research proposal and research reports.

**Course outcomes**

Upon the completion of the course, students are expected to familiar with:

- The various methods of social science research;
- The writings of research proposal and research report; and
- The collection of primary and secondary data.

**Course Contents:**

**Introduction to research:** Meaning and Characteristics, Approaches, Research, Theory, Knowledge, Science and Social Research

**Types of social research:** Pure/ Applied, Action/ Operational, Exploratory/ Explanatory/ Descriptive, Diagnostic, Evaluation, Monitoring.

**Social research:** Utility, Objectives and Typology, Steps of Social Research

**Basic elements of Social research :** Symbols, Concept, Definition, Conceptualization, Operationalization, Assumptions, Proposition, Theory, Statement, Theoretical statements, Scientific Method, Causality, Variables, Fact, Data, Model.

**Research method :** Selected methods in social research

**Research methodology:** Content Analysis, Survey, Observation and Case Study Approaches;

**Research design:** Research Question, Hypothesis and its Function, Theoretical Framework.

Typical format of Research proposal

**Sample design:** Population and Sampling, Elements and Units of Analysis , Universe Population, Survey Population, Sampling method.

**Data Collection strategy:** Interview, Questionnaire, Schedule

### **Selected Readings**

W. J. Goode and Panek Halts

J. D. Madge

Leon Fostinger & D. Katz

Mohammad Ali and Alimullah Miayan

P. V. Young,

Hagood and Prince

A. D. Bowley

T. Yamand ed.

C. Selltiz

Methods in Social Research.

Tools of Social Sciences.

Research Methods in Behavioral Science.

Introduction to Statistics.

Scientific Social Surveys and Research.

Statistics for Sociologists..

The Nature and Purposes of Measurement.

Statistics: An Introductory Analysis.

Research Methods in Social Relations.

## **Fourth Year 1<sup>st</sup> Semester**

**Course Code- PA: 4101**

**Course title: Planning and Development in Bangladesh**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

This course is about the planning and development process of Bangladesh. The course deals with the fundamental issues planning and planning process of Bangladesh. The course focuses on planning, project planning, poverty, SDG's, PRSP and sustainable development. In addition, the course explores policy and planning for good and democratic governance.

### **Course objectives**

The course aims to provide students’:

- A detailed theoretical knowledge about the planning and planning process;
- The critical issues of planning and project planning culture in Bangladesh; and
- Knowledge about the relation between planning and sustainable development.

### **Course outcomes**

After the completion of the course, student will be able to understand:

- Critical theoretical issues of planning and planning process;
- Planning and development culture of Bangladesh; and
- Challenges of planning and strategies for better planning of Bangladesh for sustainable development and poverty reduction.

### **Course Contents**

**Planning and Development:** Concepts, Characteristics, Classification, Nature and Scope, Project life of project analysis, Points of views in Planning Analysis: Economic, Social and Financial. Planning Development Linkages.

**Context of Planning:** The four P's People, Planning, Policies and Project, Links between Agencies and Host governments, Decision Making in the Public Sector, Markets and Markets Distortion.

**Planning, design, monitoring & evaluation:** Project Planning and Designing, Typical steps in Planning and Designing, Project Monitoring, Project Evaluation, Role of GoB, UN, EU format and Practices.

**Project Planning:** Concepts, Needs, Planning Process, Feasibility Analysis, Network Analysis, PERT, CPM, Gantt chart, Cost-benefit Analysis, Input-Output Analysis, Project Proposal.

**Poverty Reduction :** Poverty Reduction Strategic Paper ( PRSP) MDG'S, and SDG's

**Tools of Analysis, Design and Management:** Social Impact Assessment ,Stakeholder Analysis Logical Frame work ,SWOT Analysis ,Other (e.g. Social Soundness Analysis; Environmental Analysis; Gender analysis etc)

**Planning and Management Practices and Culture in Bangladesh:** Key Processes, Procedures and Institutions in Project Planning in Bangladesh, Five years Planning in Bangladesh. Critical factors affecting Project Planning and Management.

### **Selected Readings**

- |  |  |
|--|--|
| Belli P, Anderson J.R. Barnum H.N. Dixon J.A and Tan J. 2001 | Economic Analysis of Investment Operations, The world Bank, Washington.  |
| Booth W, Ebrahim R. and Morin R. 1998.                       | Participatory Monitoring, Evaluation and Reporting, Pac South Africa.  |
| Chada S. 1989.   | Managing Projects in Bangladesh, University Press Limited, Dhaka.  |
| Choudhury S. 1993  | Project Management, Tata McGraw Hill Publishing Co. New Delhi.   |
| Gittinger J. P. 1977,  | Economic Analysis of Agricultural Projects, The Johns Hopkins University Press for the world Bank, Baltimore and London. |
| Gosling L. and Edwards M. 1995.                              | Toolkits: A Practical Guide to Assessment, Monitoring.   |

**Course Code - PA:4102**

**Course title: Ethics in Administration**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

The course is a basic course is to deals with the philosophical aspects of administration. The course is keen to explore the relation between ethics and administration from various perspectives and contexts.

### **Course objectives**

The course aims to deliver students:

- Understanding about the fundamental of ethics and its relations with public administration;
- A comparative knowledge about the ethical issues of administration ranging from east, and west; and
- A various cultural and ethical aspects public and private administration.

### **Course outcomes**

Upon completion of this course, student will be able to understand:

- The importance of ethics and ethical issues in administration;
- The comparative overview of ethics of western and eastern countries administration; and

- The tradition of moral philosophy and the use of moral philosophy in the study of administration.

## **Course Contents:**

**Ethics Fundamentals:** Definition, Nature and Subject Matter of Ethics, Its Relation to Administration, Psychology, Sociology

**Religion and Politics :** Voluntary Action, Moral Judgment, Its Nature and Object, Motive and Intention, Theory of Punishment, Some Contemporary Trends Existentialism, Marxism and Humanism.

**Culture and Ethics :** Cultural Aspects and Ethics of Public and Private Sector Administration and Management.

**Western and eastern ethics:** Western Public Administration Ethics as well as Ethics in the Eastern Countries.

**Administrative Ethics in South Asian Countries. :** Historical Perspective of Administrative Ethics in South Asian Countries.

**Efficacy and effectiveness of administrative ethics.**

**Equity and Social Justice :** Equity and Social Justice in situation of Deprivation

**Ethics in Government :** Ethics in Governmental Role and Responsibility, Business and Society

**Ethics and Corporate Social Responsibility :** Public Service Ethics and Corporate Social Responsibility

**Ethics in Technology, Environment and Globalization**

**Ethics and Public Policy**

## **Selected Readings:**

- |                      |   |
|----------------------|---|
| S.K. Bailey.         | Ethics and the Public Service, Public Administration Review, 1964.  |
| M.T. Lilla. Ethos, ‘ | Ethics’, and Public Service, The Public Interest, 1981.   |
| H. Finer.            | Administrative Responsibility in Democratic Government. [In Politics of the Federal Bureaucracy, (A. Altshuler), Dodd & Mead, 1968. |
| J. Rawls.            | Justice as Fairness. In Philosophy of Law (J. Feinberg and H. Gross), Dickenson, Encino, 1975.                                      |
| D.K. Hart.           | Social Equity, Justice, and the Equitable Administration, Public Administration Review, 1974.                                       |
| Harold F. Gortner.   | Ethics for Public Managers, Praeger, 1991.  |

**Course Code PA:4103**

**Course title: Entrepreneurship Development**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

The purpose of this course is to explore the many dimensions of new venture creation and growth and to foster innovation and new business formations in an independent and corporate settings.

### **Course objectives**

The main objectives of this course are

- To acquire the knowledge and spirit for venturing, and to become familiar with the institutional aspects of the venturing process;
- To sharpen your ability to spot and evaluate opportunities;
- To facilitate innovation and new business formations in independent and corporate settings; and
- To think creatively and solve problems in completely unstructured situations.

### **Course outcomes**

Upon successful completion of this course, students will be able to:

- Discuss examples of current entrepreneurs. Their companies and their importance;
- Research and explain issues relevant to entrepreneurs such as green business practices, environmental sustainability, social entrepreneurship and intellectual property; and
- Identify the critical factors that are used to identify business start-up-ideas.

### **Course Contents:**

**Entrepreneurship and Development:** Entrepreneurship Theories; Entrepreneurship Success and Entrepreneurship Variables.

**New Venture Creation Process:** Opportunity Identification and Assessment in Social, Economic and Politico-Administrative Contexts; SWOT Analysis; Idea Generation; Developing Plan and Strategies; Entrepreneurial Start up Process and Business Launch.

**Management of Small and Medium Enterprise:** Success and Failure of SME in Developed and Developing Countries; SME Support Services; Financial, Technical and Operational Supports at Various Stages of Enterprise Growth and Development.

**Operations and Production Management:** Applications of Qualitative Analysis to Problems in Planning, Operating and Managing Production Process; Inventory Management System; Production Scheduling; Uses Computer and Quantitative Models in the Operation and Production Process.

**Career in SME;** Social Systems and Organizational Culture; Communication, Motivation; Appraising and Rewarding Performance; Employee Attitude and Job Satisfaction.

### **Selected Readings**

Joseph Prokopenko and Igor Pavlin.	Entrepreneurship Development in Public Enterprises, ILO, 1981.
David A. Harper.	Foundations of Entrepreneurship and Economic Development, Routledge, 2003.
Sangram Keshari Mohanty.	Fundamentals of Entrepreneurship, Prentice Hall of India Pvt. Ltd. 2005.
Hisrich, Robert D, et al (2017) ,	Entrepreneurship, New York, Mcgraw Hill
Frederick, Howard (2016),	Entrepreneurship: Theory, process and Practice

**Course Code- PA:4104**

**Course title: Globalization : International and Regional Institutions**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

This course introduces different perspectives from the social sciences, humanities and the natural sciences used in the study of globalization. It encourages discussion and critical thinking while covering international and regional institutions.

### **Course objectives**

The course intends to enhance students' ability to:

- Recognize and interpret different viewpoints from which globalization processes are currently being studied and debated;
- Identify the many pathways through which globalization is transforming the daily life and condition of existence people and communities everywhere; and
- Critically analyze the role of international and regional institutions promoting globalization process in both developed and developing countries;

### **Course outcomes**

After the completion of this course, students are expected to explore:

- The basics of the debate on globalization;
- Ways in which the world is both unified and divided; and
- Why the international and regional institutions are controversial.

### **Course Contents:**

**Globalization:** Nature, meaning, scope and importance

**Development Capitalism:** Competitive Economy to Monopoly, Industrial Capital to Finance Capital, Capital, Imperialism; World Capitalism, Center-periphery Relation; World Trade system, Trade Liberalization and GATT, Market Economy vs. Protectionism and Regionalism – NAFTA, SAPTA; Different Conferences of GATT, Dunkel Text and structure of GATT, WTO, TRIM, TRIP,; Uruguay Round and Agriculture; Uruguay Round and

Multinational Company or Mega Corporations; Trade Liberalization and WTO; Globalization of capital

### **Key issues of Industrial economy**

World Bank, IMF, IDB, ADB, OPEC, Brownwood's Conference, Creation and Growth of World Bank and IMF, Affiliated Institutions and their functions [IDA, IFC, etc.,] their role in Third World Maturity, Structural Adjustment Policies and their Implications

**Regional Organization:** SAARC, ASEAN, EU, AU, OIC2), New Jersey. Prentice Hall

**Recolonization:** GATT, The Uruguay Round and the Third World

### **Selected Readings:**

M Talalay, C Farrands & R Tooze (eds.)

Technology, Culture and Competitiveness: Change and The World Economy.

Robert D Bazzel

Global Marketing Management: Cases and Readings

John S Hodgson & Mark G Herander

International Economic Relations.

Javed a Ansari

The Political Economy of International Economic Organizations

Frank J Fabozzi Capital Market

Institutions and Instruments.

C Raghavan, Recolonization

GATT, The Uruguay Round and the Third World.

**Course Code -PA: 4105**

**Course title: Management of Banks and Financial Institutions**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

Management of financial institutions covers the nature and function of bank and non-bank financial intermediaries, the role of government in the financial sector, regulation issues, and the emergence of various financial institutions, markets and instruments. In the latter part of the course, discussion takes place on foreign exchange markets, share markets, and long term saving and the role of managed funds.

### **Course objectives**

The course plans to provide students:

- An overview of management of financial institutions of Bangladesh;
- The critical issues of banking sectors of Bangladesh; and
- A comparative scenario of public and private financial institutions and their challenges.

### **Course outcomes**

By the end of the course, students should be able to:

- Describe the different forms of financial institution's processes and how these manipulate the overall financial market.

- Critically evaluate how this course conveys an introduction to the Modern management of financial institutions and the decision systems.
- Discuss how the entire set up of financial institutions revolves around demand and time deposits, cash flow management and investment portfolios besides the regular course, which the financial institution undertakes.
- Analyze the role of financial institutions and the relationships and with what all it takes to decide in favor or against and to develop awareness about managing the capital expansionary financial systems holdings etc.

## **Course Contents:**

**Banking and Financial Management :** The Banking and Financial Management System.

**Theory of Financial Intermediation :**Theory of the Bank Regulation.

State Supervision of Banks and Non-Banks, The Operation of Monetary Policy in Banking Affairs, Relationship of Banking and Non-Banking Institutions with the Central Bank.

**Structure of Commercial Banking System:** Role of Commercial Banks in the Economic Development, Organization and Management of Commercial Banks. Deposits of Commercial Banks. Commercial Bank Lending and Investment Portfolio. Earnings, Expenses, Profitability of Commercial Banks.

**Capital Structure and Safety :** Capital Structure and Safety of Commercial Banks, Reserves and Liquidity Requirements of Commercial Banks, General and Customers Relationships, Bankers and Customers Relationships.

**Specialized Banking System:** Operational Principles and Procedures, Performances and Probability Analyses and Interest Rate Margins, Organization and Management Structure and the Implications Thereof.

**Growth of Banking Sector in Bangladesh:** The State of banking sector, Public and Private Sector banks, modern banking system, banks and other Financial institutions and their Linkages with the Economic Development of Bangladesh.

## **Selected Readings:**

- |                                       |   |
|---------------------------------------|---|
| Gohn R. Brick,                        | Bank management Concepts and Issue, Publisher-Reston, 1980.   |
| M. Radhaswami,                        | A Text Book of Banking Law and Practice. Performance, Change, 3rd edition. New York, New York USA: McGraw-Hill. |
| Rothbard, Murray Newton (1983).       | The Mystery of Banking. New York, N.Y.: Richardson & Snyder.  |
| Mishler, Lon; Cole, Robert E. (1995). | Consumer and business credit management. Homewood: Irwin.   |

Siklos, Pierre (2001).

Money, Banking, and Financial Institutions: Canada in the  
Global Environment. Toronto: McGraw-Hill Ryerson

**Course Code -PA: 4106**

**Course title: History of Bangladesh Liberation**

**Full Marks: 100    Credit Hours: 03**

## **Fourth Year 2<sup>nd</sup> Semester**

**Course Code- PA:4201**

**Course title: Human Rights and Concerned Issues**

**Full Marks: 100    Credit Hours: 03**

### **Course description**

The course provide an introduction to basic human rights philosophy, principles, instruments and institutions, and also overview of current issues and debates in the field with focus on the problems specific to Bangladesh.

### **Course objectives**

The objective of the course is to make students:

- understand the basic concepts of Human Rights and associate it with Development;
- acquaint to define the term human rights and understand why they are important for development; and
- introduce students to the historical foundations and current practice of protecting human rights

### **Course outcomes**

At the end of the course the students must be able:

- to define human rights, understand the main treaties and conventions of human rights protection, human rights situation in Bangladesh and visualize the importance of human rights for development;
- to know factors that seem to weaken or aggravate the violation of individual human rights; and
- to learn the human rights issues from various perspectives.

### **Course Contents:**

**Human Rights:** Issues, Movements and Initiatives, Historical Development

**Human Rights and Concerned Instruments:** Magna Carta, Bill of Rights, Rules of Law, Universal Franchise, Universal Declaration of Human Rights, Woman Rights, May Day Achievement, Anti-Apartheid Movement, ICCPR

**Human Rights and UN:** UN, International Court of Justice, International Legal Instruments, Human Rights Commission.

**Islam and Human Rights:** Qurannic Approach; Madinah Charter, Speeches of Farewell Pilgrimage.

**Human Rights, Territorial Independence;** National Perspective and Political Involvement.

**Human Rights and Bangladesh Constitution.**

Violation of Human Rights: International Cases and Genocidal Violation, State, Government, Elites, Party Bosses and bureaucratic Hazards.

**Human Rights in Bangladesh:** Rule of Law, Court of Justice, Cr. PC and Section 54 PIL, Remand, Human Rights Stakeholders and Public Concern.

**Human Rights:** Life, Liberty, Security, Health, Education, Employment, Social Dignity.

### **Selected Readings:**

Ahamuduzzaman	International Human Rights Law, Osder Publication , Dhaka,2006
Ahmed, I	Human Rights in Bangladesh,UPL,2014
Asbjorn Eide,	International protection of human rights”, Strasbourg, 1995
Claude and B.H. Weston, ed.	Human Rights in the World Community: Issues and Actions
D.J. Harris	Law of the European Convention on Human Rights
David P. Forsythe–	The United Nations, Human Rights and Development

Henry Steiner, Philip Alston - International Human Rights in Context- Law, Politics and Morals,2000	
Hurst Hannum	Guide to International Human Rights Practice
Islam, Md,Shariful (etd)	Human Rights of Governance : Bangladesh,The Asian Legal Resource Centre, 2017
Jack Donnelly	International Human Rights-Second Edition,
Jack Donnelly	Human Rights in Theory and Practice, 2002
Louis Henkin	The Rights of Man Today
Mark W. Janis	An Introduction to International Law
Mark Janis	European Human Rights Law: texts and materials
Martin Scheinin	Economic and Social Rights as Legal Rights
Mohajan,H	Violance of Human Rights in Bangladesh,LAB,2013
Sengupta, D and Singh, S.K	Minorities and Human Rights in Bangladesh,2003
Thomas Meron	Human Rights in International Law
T. Farer	The UN and Human Rights: More than a Whimper- ASIL 1997

**Course Code- PA: 4202**

**Course title: Principle of Accounting**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

This course is an introduction to the basic concepts and standards underlying financial accounting systems. The course emphasizes the construction of the basic financial accounting statements, the income statements, balance sheet, and cash flow statement- as well as their interpretation.

### **Course objectives**

The specific objectives of this course are:

- To enhance theoretical knowledge of the students on accounting;
- To familiarize students with the basic principles of accounting; and
- To introduce students about the analysis of financial statement.

### **Course outcomes**

Upon the completing of this course, students will be able to:

- Debit and credit accounting to record and adjust basic business transaction;
- Prepare multi-step income statements, classified balance sheets, and statements of retained earnings; and
- Demonstrate knowledge of each step in the accounting cycle.

### **Course Contents:**

**Accounting and its Conceptual Framework:** Accounting and its Environment, Accounting Concepts & Conventions.

**Accounting for Business Transactions:** Double Entry System of Accounting, Accounting Cycle. IAS – International Accounting Standards.

**Final Accounts of Trading :**Preparation of Final Accounts of Trading Manufacturing Concerns.

**Preparation of Company Final Accounts:** Books of Accounts, Profit and Loss Accounts, Profit and Loss Appropriation Account and Balance Sheet According to form F.

**Company Accounts:** Issue of Shares and Debenture, Issue of Bonus Shares and Rights. Accounting for Value Added Tax, Accounting of Leases, Accounting Changes and Error Analyses, Final Statement Analysis.

**Marginal Cost Accounting and Profitability Analysis.**

### **Selected Readings:**

B. E. Needles, H. R. Anderson, and J. C. Caldwell.  
C. R. Niswonger and P. E. Fess.

W. W. Pyle and K. D. Larson.

J. J. Weygandt, D. E. Kieso, and P. D. Kimmel.

Principles of Accounting, 1984.  
Accounting Principles, Cengage Learning, 1993.  
Fundamentals of Accounting Principles, McGraw-Hill, 1990.  
Accounting principles, 1999.

**Course Code- 4203**

**Course title: Comparative Public Administration (UK, USA, France and Japan)**

**Full Marks: 100    Credit Hours: 03**

### **Course description**

This course will explore a variety of subjects about the general administration of countries in a comparative perspectives. The course will also critically examines various models or approaches to public administration.

### **Course objectives**

The course is intended to provide students:

- In developing their analytical skills;

- In developing their capacity to assess critically the validity of general models and arguments in the light of empirical evidence from several countries; and
- In enhancing their knowledge about the public administration of selected developed countries.

### **Course outcomes**

After the successful completion of this course, students will be able to:

- Enhance in-depth knowledge of concepts and theories regarding comparative public administration;
- Understand why government look alike in terms of structure, while they vary in terms of functioning; and
- Assess the structure and functioning of their own political-administrative system in relation to that of others.

### **Course Contents**

**Introduction to Comparative Public Administration:** Meaning, Scope, Significance, Problems of Comparison and recent development of Comparative Public Administration.

**Approaches:** Functionalism and new institutionalism.

**Models:** Model of Developing Countries, Sala model, Ideal type of bureaucracy.

**Patterns of CPA :** Developed and Developing Countries, Common Administrative Patterns of Developing Countries.

**Political and Administrative Features of U. K., U. S. A., France and Japan**

**Personnel Administration :** Recruitment, Posting, Training, Promotion ( Selected Countries)

**Policy Making:** Agencies for Policy Making ( Selected Countries) and U.S Foreign policy..

**Interaction between Politicians and Bureaucrats**

**Public Administration Reforms and Administrative Accountability**

### **Selected Readings**

Siffin, W. I. (edt).	Towards The Study of Comparative Public Administration.
Heady, Ferrel and Stokes, S. L. (edt).	Papers in Comparative Public Administration.
Riggs, F. W.	Administration in Developing Countries.
White, L. D.	The Civil Servant in The Modern State.
Gladden, E. N.	The Civil Service and Bureaucracy.
Heady, Ferrel	Public Administration: A Comparative Perspective.
Finer, H.	Theory and Practice of Modern Government.
Riper. Van,	History of The United States Civil Services.
Warren,	English Local Government.

Robson,	Development of Local Government.
Gacin, Drewry,	The Civil Service Today (Britain).
George, R.	The French Civil Service.
Arora, R. K.	Comparative Public Administration.
Squire, Gordon, Michael E Milakovich,	Public Administration in America.
George j. Gordon, Michael E .Miakovich,	Public Administration in America
Ramesh K. Arora, Sangeeta Sharma (edt )	Comparative and Development Administration Ideas and Action.
P. B, T. Rathod	Comparative Public Administration.
P.B. Rathod	Politics and Bureaucratic Administration.

**Course Code -PA:4204**

**Course title: Administrative Systems Analysis**

**Full Marks: 100 Credit Hours: 03**

### **Course description**

This course is an introduction to the basic concepts and standards underlying of system theory, work simplification and office environment. The course emphasizes on the various issues office management.

### **Course objectives**

The particular objectives of this course are:

- To familiarize students with the system theory as an integrated approach;
- To explain students about the modern office management and work environment; and
- To introduce students about the organizational organogram, work simplification and form design.

### **Course outcomes**

After the successful completion of this course, students are expected to learn:

- The critical theoretical aspects of system theory and its implication;
- The work environment from the perspectives of contingency theory and grassroots realities; and
- The process of work simplification in diverse environment.

### **Course Contents:**

**System :** General System Theory, The System Concept, Meaning of Systems, Open System and Closed System, Characteristics of Open System, Sub-System and Super System, Their Functions and Interrelations

**Organization as a System-** Kast and Rosenzweig's and Kotter's System Approach

**Contingency Approach and Some Empirical Studies:** Burns and Stalker's Studies, Lawrence and Lorsch Studies and Woodward Study

## **System as an Integrated Approach**

### **Systems and Environment**

### **Work Simplification, Organization Chart, Form Design**

### **Office Environment**

### **Introduction to Social Network**

## **Selected Readings**

- |   |  |
|---|--|
| Johson, Richard R., Kast & Fremont K., Rosenzweig, James E. | The Theory and Management of System.                                 |
| Kast, Daniel & Kahn, Robert                                 | The Social Psychology of Organization.                               |
| Rao, V. S. P., Narayana, P. S.                              | Organization Theory and Behaviour, Vani Educational Book, New Delhi. |
| Reddy, P.N. & Others  | Office Management & Communication.                                   |

## **Course Code -PA: 4205**

## **Course title: Judicial Administration in Bangladesh**

## **Full Marks: 100 Credit Hours: 03**

### **Course description**

This is an introductory course for the students of public administration in order to introduce them with the fundamental concepts of judicial administration in Bangladesh.

### **Course objectives**

The specific objectives of this course are;

- To introduce students with the essential judicial aspects in public administration;
- To familiarize students with the structure of judiciary of Bangladesh; and
- To teach students about the basic laws of Bangladesh.

### **Course outcomes**

Upon completing the course, students should be able:

- To understand the basic judicial knowledge;
- To learn the structure of judiciary in Bangladesh; and
- To enhance their knowledge about the various laws of the country.

## **Course contents:**

**Separation of Power** : Theory of Separation of Power and the Relation between the Executive, Legislature and the Judiciary, theory of Judicial Review, Independence of the Judiciary.

## **Judiciary under the Common and Civil Law.**

**Judicial and Non-Judicial Power:** Difference between Judicial and Non-Judicial Power. Difference between and Jurisdiction of Judicial and Executive Magistracy.

**Structure of the Judiciary in Bangladesh:** Establishment of Supreme Court. Appointment, Tenure, Jurisdiction and Disabilities of the Judges of Supreme Court, Chief Justice of Bangladesh. Establishment of Sub-ordinate Courts, Appointments, Control and Discipline of subordinate courts.

**Legislative Procedure:** Amendment Procedure of the Constitution. Ordinance Making Power. Proclamation of Emergency, Writ Jurisdiction of the High Court.

(a) Constitution, Powers and classes of Criminal Courts. (b) The Code of Criminal Procedure, 1898. (c) The Penal Code, 1860. (d) Cognizable Offence and case, Public Prosecutor, Types of Punishment in Penal Code, F.I.R., Charge Sheet, (e) Section 54 (Arrest without Warrant), 144, 145, 161, 164, 167 (Remand) of the Criminal Procedure Code.

- The Special Power Act, 1974.
- Introduction to the Code of Civil Procedure 1908.
- Permanent, Temporary and ad-interim Injunction.
- Judgment, Decree, Appeal, Review, Revision.
- Understanding of the Limitation Act, 1908.
- Record of Rights of Land, Mutation, C. S. Record (Parcha) , S. A. Record, R. S. Record, Khas Khatian, D. C. R., Rent (Khana) Receipt.
- Types of Transfer of Property e.g. Sale, Heba (Gift) mortgage, Will, Wagg etc.
- Government Pleader (G. P).
- The Office of the Attorney General: Functions and Structure.

### **Selected Books**

- Umeshwar Prasad Varma, Law, Legislature, and Judiciary, Mittal Publication, 1996.
- House of Lords, UK, Select Committee on the Constitution: Relations between the Executive, the Judiciary and Parliament, The Stationary Office Limited, 2007.
- C. M. Larkins, Judicial Independence and Democratization: A Theoretical and Conceptual Analysis, The American Journal of Comparative Law, 1996.

**Course Code -PA: 4206**

**Course title: Internship**

**Full Marks: 100 Credit Hours: 03**

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